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PREFACE

"How to Start in Life" is a book for Parents and Guardians as well as for their sons and daughters. In its pages I have endeavoured to follow up this dual point of view—for the parents both in respect to the choice of a calling and the relation of school education to the needs of the career to be chosen, and for their sons and daughters in respect to what is likely to be expected of them at the outset, in the form of examination tests and credentials. The same natural sequence has been observed in the information presented—giving for the parents information as to preparation, prospects and pay, and, generally, what a commencement in any particular calling may cost and "lead to"; and for their sons and daughters, information as to how they may get on to the first rung of the ladder and then make use of that as a means of ascending to the next. From each of these points of view I have endeavoured to supply information—obtained for the most part from the latest official sources—of the particular kind most likely to be asked for.

In each section of the book the subject has been treated in the natural order of junior appointments first and then the higher appointments to which these may lead. The greatest prominence has, of course, been given to such appointments as are dependent upon special experience, certificates, competitive examinations, professional training or influential recommendation, etc. A few callings, important as regards numbers—artisans, shop assistants and workers in factories—are not specifically treated for the reason that in these cases no special guidance appeared to be needed. Altogether over seventy distinct kinds of employment are treated in the book. The length of the

notices of the various occupations is, of course, in the ratio of their importance or the number of openings available therein. In other words, the aim of the writer has been to make the book of the greatest use to the greatest number.

My thanks are due for courteous assistance and suggestions received from various quarters—to Dr. R. Mullineux Walmsley, Principal of the Northampton Institute, London, Mr. Robert Mitchell, Director of Education at the Regent Street Polytechnic, London, to the General Managers of the Great Western and the London and North Western Railway Companies, and to the Secretaries of the various professional institutions and Examining Bodies referred to in the text.

The Publishers have done their part in the preparation and presentment of what I hope may prove a popular and useful Guide both to parents and to the large numbers of young people of both sexes who are now on the threshold of a business or professional career, with an eye upon the upper rungs of the ladder of Success.

A. K.

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How to Start in Life

SECTION I

INTRODUCTION—THE CHOICE OF A CALLING

“WHAT to do with our boys and girls” would, perhaps, have been too hackneyed a phrase to have used in the title of this book on how to start in life and to prepare for and enter the various occupations open to youth, but it is none the less an ever-present problem with many parents, and also with the boys and girls themselves on reaching an age at which some share in the business of life becomes either necessary or desirable. In writing on this subject one has to recognise the great change which has come over modern life in regard to this question of choosing an occupation, not only among the classes who find some means of earning a livelihood an absolute necessity, but also among many parents who take the sensible view that young people are best employed and best fitted to meet the uncertainties of life by being taught to do something useful, even where at the moment it is not an absolute necessity to do so.

Taking the broad fact that the great majority of young people of both sexes do, either through their parents or of their own initiative, find it necessary or desirable to obtain some kind of occupation in life, to a degree which forces competition and the survival of the fittest, it is of the utmost importance for their own good, and for the satisfaction of those whom they serve, that some attention should be given at the outset to the choice of a calling. What is the calling best suited to your individual powers and peculiarities, and the best way of qualifying for it when the choice has been made? That is a question of the first importance if you are to make a good start, and secure a prospect of attaining to after-success in life. It must

be obvious that the mere money value of a situation is not the only consideration for a parent when placing a boy or girl in the way to a start in life. A given situation might seem a desirable one to nine young people out of ten on the face of it, and yet, perhaps, only one out of the ten be exactly adapted to fill it. How, then, shall the two things come together—the situation and the person best fitted to fulfil with credit and advantage the conditions which its acceptance imposes ?

Whether young people should be left to choose their own calling in life, is a point upon which parents have often taken very different views. Despite the historic examples of men of genius, who were first put to impossible situations and then ran away to sea, or rebelled against the dull or uncongenial round mapped out for them by their parents, there is much to be said for the old-fashioned method of the parent deciding what occupation or profession his boy shall take up, providing he makes the choice with some regard to the character and temperament of the boy, as well as to his own preference as to what he would like the boy to be. On the other hand, men of eminence in business have assured the writer that they would prefer to let the boy go into the calling he desired, believing that in the end it would lead to the best results. There is much to be said for each side of a question which often causes some anxiety to parents, and if I have mentioned boys only in this connection it is because in their case there is a much greater variety of choice, and with a girl it is often very largely a question of health and constitutional fitness for certain duties. There can be no doubt that parents have sometimes made serious mistakes in their anxiety to force a boy into a line of life for which he was unfitted, not merely by temperament, which custom will in time overcome, but by reason of lack of vitality to stand the strain which such an occupation may at times bring upon him.

Whether for parents having boys or girls to get out in life or for the boys and girls making their own choice of a calling, there are three leading considerations which should be ever kept in mind. They are these: (1) What they can afford to make adequate preparation for. (2) What they are best fitted for by natural aptitude and education. (3) What in the ordinary course of things they will be able to stand the strain of and do themselves justice in.

The first of these considerations no parent or guardian can afford to overlook, because if a position is desired which requires a certain degree of individual attainment or technical skill, special preparation will be necessary, for the sufficient reason that others having that advantage will easily get first in the competition for the post. What a boy or girl is fitted for by natural aptitude, temperament or special line of education, is so obviously his or her strong point in the race, that any calling running counter to this should not be lightly chosen.

Another consideration which should appeal to parents is what a particular calling in life would be likely to demand in the way of vital energy, or how it might aggravate any predisposing weakness in a boy or girl. One sometimes sees delicate youths of consumptive tendency shut up in confined offices with exhausted air, who needed all the help of fresh air to enable them to fight the battle of life. A mistake of this kind is not confined to the fact that the youth may possibly shorten his life, but he may spoil his chance of success in the calling chosen through frequent going on the sick list. A glance through the regulations of the Civil Service, or of public institutions, or of large employers, will be sufficient to show how important this question of health is regarded, in the light of possible breakdowns.

Another condition which will naturally have some weight with parents is the question whether it is contemplated that the youth shall continue as an individual worker, rising, of

course, to the best that his chosen occupation may give him, or whether, having the means or family connections, he will be placed later on in business on his own account. Where the latter intention or prospect is present, it may often be necessary to accept work which might not be otherwise agreeable, for the sake of what is to follow—working up from the bottom of a trade, profession or business, in order to more thoroughly understand the business he may be called upon to control.

But, after all, the chief condition with the great majority of parents is what return in salary or wages will the occupation bring them. For this they will often waive other considerations at the start, only to find out their value later on. But the wiser course assuredly is, where the opportunity is given, to choose that occupation which affords the best prospect of ultimate success, even though the immediate return may seem comparatively small. For the chances of success later on, the value of the experience to be gained at the start may be of more consequence than the immediate return in wages, and those who can afford to wait will find that a year or two of service for a comparatively small wage in a high-class business, or with an old-established firm, where there is the best experience to be gained, will more than counterbalance the difference in the immediate return. If in such a case a youth remains an employee, it will give him the best possible chance of securing a good appointment eventually in the department or line of business he has chosen. If, on the other hand, his ambition is to become an employer, he will sometimes gain a better all-round knowledge of a business with a smaller, but thoroughly sound and successful firm.

The foregoing are the chief principles to be remembered at the start, for, if they do not govern success or failure, they have an important bearing upon the choice of a calling in life. If success is to be attained they cannot be

overlooked, either by the anxious parent, naturally desirous of securing the best advantage for a boy or girl on leaving home, or by the young man or woman who may be seeking an opening in life on their own account.

SPECIALISING IN EDUCATION

THE best legacy that a parent can leave to a boy or girl is to give them such an educational equipment as will enable them to start well and to help themselves afterwards, and this generally means some practical training for the particular work in life which they are likely to be called upon to do in the calling they have chosen. Next in importance, therefore, to the right choice of a calling in life, is that of the best preparation for the calling chosen.

Parents too often leave this subject of the preparation of their sons and daughters entirely to the schoolmaster, or to the ordinary school training, and the bearing of this training upon the calling in life to be followed is not taken into account at all, or not until the boy or girl has left school, when any deficiency can only be supplied at considerable sacrifice, which a little forethought might have avoided. This is especially the case where a youth is likely to seek a livelihood in some commercial, or even technical, employment, and not in the professions.

There can be no greater mistake than to allow a boy to drift on aimlessly for months after leaving school, before a choice is made of what he is to be. He is not only losing grip of the education he has acquired, but the unoccupied interval is apt to have a bad moral effect. As soon as the ordinary school course is finished, and the boy returns to his home, it should be to enter upon the path selected for his future career, or upon definite preparation for it, if nothing has been done in this direction before leaving school. Many parents do not appear to realize what a remarkable change has taken place within the last few

years in the relation of education, and especially of the last year or two at school, to the actual work of life which is to follow. For the professions it has long been recognised that a general education has to be supplemented by a period of special training for the particular profession to be entered—for the doctor, the study of medicine and hospital practice; for the solicitor the study of law and judicial procedure, and so in other directions.

Specialising in education has now been called for in nearly all the more important occupations, and of late years especially in various branches of commercial life. The busy man finds that there are certain things which have become a necessary part of his methods of conducting business, and certain elements of business life which he cannot afford to wait for after a junior enters his office. Shorthand, book-keeping, typewriting, and the bare routine of an office, he now expects a youth to come to him ready equipped with, and the ambitious youth finds it worth his while to further anticipate the busy man's needs in other things, such as a working knowledge of one or two languages.

The changes which have come about in business life itself, now make it necessary for those intended for a commercial career to supplement the ordinary school education with a year or two at a Business Training College, if intended for commercial life, or at a Polytechnic if intended for any technical employment. It is neither necessary nor desirable that a boy or girl should complete his or her education at the ordinary day-school. The better and more economical plan is to shorten the ordinary school course in general education, and place the youth at a Business Training College for one or two years of the time available for school life—say, at the age of fourteen. He is then able to go out into business at the usual age of from sixteen to seventeen, and with a much better chance of a good start, for the special training received. By this method

the cost to the parent is practically the same as under the old system of continuing at the ordinary school to the end, and the boy or girl goes into business equipped for immediately discharging the duties required, with a much better commencing salary, and better prospects.

Upon the above point a prominent City man said to the writer recently: "I think a boy ought to have a good general education until about thirteen or fourteen, and then specialise in a good commercial school. You see, a youth ought to be taught a great deal before going into an office. The man of business cannot afford to give up time to teach him every detail."

The same course is recommended for cases where a more technical calling is chosen, and also for candidates for the Civil Service. In London, and in most large towns there are now facilities for the specialising here recommended, and the practice has become very general, and with the best results to those who have taken advantage of it. On the other hand, where the parent gives no attention to the choice of or preparation for a calling until after a boy has left school, it may, and often does, happen that the boy, having outgrown his schooldays, the additional time and money cannot be afforded for special training, and he has to be pitchforked, so to speak, into the first opening that occurs.

Assuming that the general principles contained in the remarks under the head "The Choice of a Calling" have been acted upon, and that the concluding stages of education have been directed in the channel marked out by the kind of career to be entered, we may now proceed to a consideration of how best to enter and obtain appointments in the various callings in life which fall under what I have described as Commercial, Municipal, Civil Service and Professional Employment.

SECTION II

COMMERCIAL EMPLOYMENT

COMMERCIAL CLERKSHIPS

EVERY ambitious junior who enters a City office may, I suppose, be regarded as a potential merchant prince. If he is not so, it is not for want of examples of men who have shown him the way to climb the ladder of success. Lord Strathcona, from junior clerk to High Commissioner of Canada ; Sir Thomas Sutherland, from junior clerk to President of the P. & O. Steamship Company ; Sir George Williams, from draper's apprentice to a funeral in St. Paul's Cathedral ; Sir Richard Tangye, from ex-pupil teacher and junior clerk to the head of the great engineering firm of Tangye's, Limited ; Andrew Carnegie, from office-sweeper to a scatterer of millions over the educational institutions of the old and new world ; Sir Sydney Waterlow, from printer's apprentice to Lord Mayor of London. To this list many others might be added of men who, from a small beginning, climbed to the highest positions in the commercial world, and with very little in their favour at the start.

The hero in business is a man who has not only looked well after his educational qualifications for rising to that position, but of great force of character, unflagging zeal, and " an almost ignominious love of details, blended with a high power of imagination, enabling him to look along extended lines of possible action, and put these details in their right order." Given the right character, the junior now has better educational opportunities to fit himself to rise than had many of the men whose names have been mentioned. However that may be, he has the maxim of Andrew Carnegie for stimulus—" No one can cheat you out of ultimate success but yourself."

Some time ago a number of eminent men in the commercial and educational world were good enough to give the writer their opinions upon what they considered the most important educational qualifications for a business career for clerks and the higher appointments of commercial life. Lord Avebury, Sir Philip Magnus, the late Mr. William Whiteley, Mr. Kenric B. Murray, Secretary of the London Chamber of Commerce, Mr. Sidney Webb, Mr. A. A. Thomas, Secretary Examinations Board, National Union of Teachers, Mr. M. Bartholomew, Managing Director of the Yost Typewriter Company, and others, gave me their opinions.

There was one elementary subject upon which all were unanimous, viz., that good longhand writing is still essential in business, notwithstanding the use of the typewriter. Mr. William Whiteley said : " My opinion of the importance of good handwriting I cannot express strongly enough. In spite of the typewriter, there are many branches of work where handwriting has still to be employed, and in these branches the amount of time wasted in deciphering bad writing, or rectifying mistakes arising therefrom, is enormous."

As to other elements of education for business appointments, they generally agreed that education should bear more directly upon the needs of commercial life.

Mr. Kenric B. Murray said : " I consider that the average employee in a commercial house should at least have a sound knowledge of commercial arithmetic, including a thorough knowledge of the Metric System, ability to make rapid calculations by the shortest methods ; to be able to read, write and speak with fluency one modern foreign language ; to have a good general knowledge of commercial geography and history, and the principles of book-keeping, and to be able to take down shorthand notes, and to transcribe them with accuracy and speed on the typewriter. For the higher positions in business houses a more advanced

knowledge of the foregoing subjects should be acquired, with the addition of at least one other foreign language, and a knowledge of commercial and industrial law, of banking and currency, and of the economic sciences."

Mr. William Whiteley recommended a course of training in business methods, "so that a boy might not be sent out, as he is under present conditions, to start the serious part of his life absolutely unprepared technically for the simplest position. English, Shorthand, French and German, are real necessities for a successful commercial life."

Mr. Sidney Webb made this suggestive comment:—

"Where the average English clerk falls behind his German rival is in his general intellectual equipment and mental culture. No man can be a good merchant, banker, or even a good clerk, who does not bring what I may call a wide intellectual atmosphere to surround his tasks."

If, however, the candidate for a commercial clerkship cannot bring to his work an ideal equipment, he cannot do much without the bare elements of success indicated above—good writing (including figures), geography, shorthand, book-keeping, typewriting, and, for many good positions, at least one modern language.

For all commercial appointments, the Certificates of the London Chamber of Commerce or the Society of Arts, in such special subjects as shorthand, book-keeping, typewriting, the machinery of business, and modern languages, are well worth trying for. They are a sure passport to good openings in the best business houses, and it is for these examinations that the chief commercial schools afford an effective training.

The commercial clerk is one of the great institutions of London as well as of the great cities in the provinces. There are over a quarter of a million of such clerks in the country, of whom London probably claims over 100,000, to say nothing of bank clerks, etc.

The pay and prospects of commercial clerks are as

various as the business firms requiring them. They begin with the office boy with his 10s. a week, and run up to the managing clerk, or head of a department, at from £300 to £500 a year. The demand for well-educated junior clerks is one of the most constant features in business life. It is not an uncommon thing to see as many as fifty juniors advertised for in a single issue of the *Daily Telegraph*.

Starting at sixteen or seventeen years of age, with a commencing salary of from £25 to £50 a year, the junior clerk in due course merges into the next rank above him, with a wage of £70 to £100 a year, and the further prospect of rising to £150 or £200 a year, and a chance of promotion to a responsible position as head of a department. There are, of course, a good many underpaid clerks, but, generally speaking, a clerkship in business life, for the fairly well educated and industrious youth, affords as good an opening for future advancement as could be found, considering the small cost of preparation.

There is no formal method of entering a commercial clerkship, such as prevails in banks, etc. The usual channels are by answering advertisements, introductions from a commercial school, and in a few of the higher class houses by influential recommendation, but the method of introduction through a good commercial school is by far the most used and the most satisfactory in its results. But whether a candidate answers an advertisement or obtains an introduction, his letter of application should be written in the best possible form, both as to the writing and the drafting. In this letter should be stated, clearly and concisely, age, school where educated, certificates if any, and general qualifications, stated with sufficient moderation to command respect, and yet with sufficient confidence to show that he respects himself. In no case should there be a trace of the begging letter, or asking for the situation as a favour. The letter of application and personal appearance at a subsequent interview are the chief part

of the evidence of fitness for the post which the employer will have before him, and the candidate should write his letter and bear himself at the interview accordingly.

In applying for a commercial clerkship, if you have good qualifications and credentials, always go for a good house, for it is in the best houses of business that the best training and best prospects will be found. If you have had a little experience in any previous appointment and are seeking a fresh situation, apply for that which answers best to your special experience or your qualifications, remembering the words of Emerson that "every man can do his best thing easiest."

In nearly all commercial clerkships shorthand is either required or is regarded as a recommendation. If the art has been learned, and no actual certificate of speed has been obtained, state the speed at which you can write, and be prepared to take down a test letter in shorthand at the interview. If a certificate has been obtained the test may not be required.

THE SHORTHAND-TYPIST

Twenty-five years ago a shorthand writer in a business house was something of a novelty; twenty years ago the typewriter and the typist were even more so, but to-day both are a part of the indispensable equipment of every office, whether commercial or professional. Shorthand is, of course, useful in many ways independently of the typewriter, and the typewriter has quite a field to itself in the copying offices; but in the great majority of cases shorthand and typewriting go hand in hand and find a place for the shorthand-typist in all kinds of offices—in the commercial house, the lawyer's, and the professional man's offices, and with the author, the journalist, and the scientific worker—all now require the use of the two accomplishments.

For the candidate the most important thing to remember

is that the barest shorthand and typing skill with which it is possible to be admitted into an office may mean the most monotonous, elementary, and ill-paid work, and that the best results are obtained where the twin arts are accompanied by a good general education. There is now a distinct move forward in this respect; business and professional men are getting more definite in their requirements, aspiring candidates are making better preparation for the work than hitherto, and it is clearly to their interest to do so. Even for the expert shorthand-typist the better the general education the better the prospect.

For the position of a shorthand-typist the candidate should be able to command a fair working speed of not less than 100 words a minute in shorthand, and forty or forty-five words a minute in typing, when dealing with ordinary commercial correspondence. The transcript at this speed should be accurate, the spelling beyond reproach, and the punctuation and paragraphing of a letter such as should be creditable to the firm sending it out. In other words, the shorthand-typist must bring to bear upon the work a good general knowledge of English, and facility in composition. Some knowledge of business routine, and in many cases of accounts, is a desirable addition to the twin arts, while a working knowledge of one modern foreign language will add twenty-five per cent. to the value of the typist's services in many offices.

Hitherto the occupation of the shorthand-typist has been to a very large extent in the hands of the ladies, and the position of the lady typist is almost as varied in the matter of prospects and pay as the commercial clerk. A great many young ladies have acquired just enough shorthand and typing skill to secure a position in an office, with but a very indifferent equipment of general education, and these have had to be content with elementary work and low pay. It does not, however, follow from this, either that the lady typist as such cannot be relied upon to

do good work, or that all lady typists are poorly paid. There is, in fact, an increasing number of well-educated young ladies now entering business houses, doing highly efficient work, and commanding good salaries. The rate of pay of the lady typist is as difficult to state in actual figures as that of the commercial clerk. For the junior or the inefficient the pay may be as low as 15s. to 20s. a week, and here the competition is keenest; for the average and more reliable typist about 30s., while the well-educated lady shorthand-typist, who is well trained and shows that she can assimilate the details of a business and discharge responsible duties, the salary reaches £100 to £150, and cases are known to the writer in which £200 salary is paid.

For the male shorthand-typist there is a constant demand, and with good commencing salaries, partly because the male clerk has not taken so readily to the typewriter as the lady clerk has done, and also because the male shorthand-typist can take up other duties if required, and his position in an office is regarded as more permanent than that of the lady typist. It is sometimes said that the male clerk fears that by taking to the position of a shorthand-typist he would be getting too much into a groove and stick there. There may be cases here and there where such a result has been experienced, but generally the advantage is all the other way, and in favour of the male clerk who can add shorthand and typing to his ordinary qualifications.

Upon the subject of the relation of shorthand to a clerk's prospects of advancement—and in nearly all cases shorthand means typewriting as well—some valuable testimony was recently elicited by the editor of *Tit-Bits* from a number of public men showing that young men had everything to gain rather than to lose in the matter of advancement by the cultivation of shorthand. A few extracts will not be out of place here.

Sir Thomas Dewar said: "A stenographer is continually

coming in touch with the principals and managers of large establishments, and in this respect has the advantage over the ordinary ledger clerk, as he has the opportunities of showing his abilities and anticipating his principal's views. Personally I have had experience of typists rising to responsible positions in my own firm, and one has been transferred from such a position to undertake the management of another business, a company in which I am interested."

Mr. W. H. Lever, of Port Sunlight fame, said: "Stenographers have more than in the average number of instances with the general office staff been advanced and promoted. In the case of lady stenographers, those who have proved expert have invariably raised themselves to the highest positions on the office staff that lady clerks can attain to."

The head clerk of one of the biggest commercial houses in the city of London said: "Within the last six years no fewer than eight clerks working in my office have more than doubled (and in one case trebled) their salaries, owing to the opportunities afforded them through a knowledge of shorthand."

To the above testimony I may add that the late Mr. Thomas Smith, of advertising fame, once said to the writer: "Shorthand is the bridge which has carried me over, and the ladder up which I have risen. A young fellow must not be merely a shorthand writer and nothing else, but if he makes it the ladder by which he is going to rise, it is a splendid servant."

A good number of examples have come under the personal observation of the writer of this book where young fellows have attained to lucrative positions through being able to write shorthand when entering the office in which they are employed, and by that fact being brought into intimate relation with the principal, and consequently with the more important affairs of the firm. This is where the shorthand clerk's opportunity comes in; it will not make

an indifferent clerk into a good one, but it will bring out the good points of the promising clerk, and prove invaluable as a stepping-stone to advancement.

With regard to the manner of entering an office as a shorthand-typist, what has been said of the advantage of obtaining commercial clerkships through a good commercial school applies with greater force to the shorthand-typist. Students passing through such schools invariably find that as soon as they are efficient good positions are waiting for them, even if the course of training only covers the minimum of shorthand, typewriting and business routine.

The usual plan is for the school to give the student a choice of two or more introductions to firms having vacancies, and interviews with a view to appointment follow. But whether this is done or the candidate makes independent application for a post, it is desirable that particular attention should be paid to the letter of application, and testimonials if any. If the candidate has not been out before it is a good plan to take with him or her at the interview a written and a typed copy of letter of application, in the form suggested for commercial clerkships. If there are testimonials as to character, etc., these should be typed and attached to the letter. In any case, it will probably happen that at the interview the candidate will be given a test letter to take down in shorthand and transcribe on the typewriter, and the course of training at a commercial school will obviate the disadvantage of having to handle an unfamiliar machine. If examination certificates are produced the test letter may be dispensed with.

THE FOREIGN CORRESPONDENT, AND PRIVATE
SECRETARY

The trade of Great Britain with other countries is so extensive that there are hundreds of business firms in

London and the provincial cities who have to conduct a considerable part of their correspondence in the languages of those countries. In the past it has been the reproach of the English clerk that he has not risen to the occasion and fitted himself to undertake this duty, with the result that the work fell to a large extent into the hands of foreigners, and especially Germans, who paid more attention to the study of languages. A well-known City man, who has extensive dealings with Continental countries, recently gave the writer this opinion on the improved chances of the English clerk as against the German :—

“ There is a growing disposition on the part of English merchants and exporters to give preference to English clerks and travellers who have learned one or more foreign languages, and it is certain that an Englishman, having the same knowledge of languages as the foreigner, would have the preference from English houses, even though the remuneration paid for his services may be higher than that paid to the foreigner. The main reason for this is that foreigners who come to England and enter an English house do so to gain a knowledge of our language, and then to establish themselves in business, either here as exporters of English produce, or in their own country as importers.”

The increased attention now being given to acquiring a knowledge of foreign languages by large numbers of English students is having the result of many of the good berths as foreign correspondents falling into their hands, at very good salaries. The candidate for a position as foreign correspondent should be a good English correspondent, plus the requisite knowledge of the languages required, of foreign postage and telegraphic systems, coinage, the Metric System, etc. He or she must, of course, be a competent shorthand writer and typist, and the ability to take down letters in French or German shorthand should be cultivated.

The position of a foreign correspondent is one that is

now open to either sex, and there are a good many ladies employed in that capacity in business houses, at salaries of about £150 a year, while the male correspondent may reach £200 or more. The lady foreign correspondent has sometimes laid herself open to the charge of having confined herself too exclusively to a knowledge of languages, and of having paid too little attention to business routine, which is intimately bound up with the writing of letters, whether English or foreign. Where she has taken a course of business training in addition to languages there is no doubt that the value of her services is increased. There is no better foundation for the work of a foreign correspondent than familiarity with English correspondence and business methods.

French, German, and Spanish, are the best languages to learn for business purposes, and next to these Italian. For such an important post the candidate should, of course, be prepared to satisfy an employer with guarantees of efficiency in the use of the languages required, and the certificates of the London Chamber of Commerce, or the Society of Arts should be secured for this purpose. The candidate having the requisite qualifications cannot do better than place his or her name on the register of the Employment Bureau of the London Chamber of Commerce, or of a good Business Training College or School.

The position of Private Secretary is naturally looked up to by many young persons of either sex, as the goal of their ambition on entering an office, or when preparing for a business career. Given the requisite qualifications, there are now a great many more openings for confidential service of this kind than formerly, partly because of the increasing pressure of the age and also because the busy man has found out that a large mass of his work can be taken off his hands with the assistance of a private secretary skilled in shorthand and typewriting. The appointments are not confined to secretaries to public men, members of

Parliament, etc., for it is now becoming the fashion in business life for the head of a firm, or managing director of a company, to have a member of the staff to act for him in the capacity of a secretary for dealing with his own particular department of the business of the firm, or company, and for matters of a more or less private and confidential character.

The qualifications of a private secretary are those of the first-class shorthand clerk, added to a high degree of efficiency, plus other special qualifications, some of which may be acquired, while others appertain to character and natural talents. The private secretary's ordinary equipment is: a good general education, very often a knowledge of one or more foreign languages, the ability to write clear and good English, shorthand and type-writing, some knowledge of accounts, a good style of address and a courteous manner, tact, discretion and absolute trustworthiness. As to the duties, they are as various as the different types of men and women who require the services of a secretary. They cover the ordinary work of an efficient shorthand clerk, and drafting, summarising and classifying of documents and reports, minutes of proceedings, indexing, management of private accounts, keeping diaries, interviewing, and acting for the principal, and in all maintaining an inviolable secrecy as to matters of a confidential nature.

The well-qualified private secretary may look forward to receiving a salary ranging from £100 up to £200, or £250, a year, and the position is now almost as often as not filled by a lady, more especially in the service of business men. In the case of a business man employing a secretary the position is not so well defined as in that of a public man, and there are few vacancies for which an outside candidate could apply with any chance of success. In the majority of cases the work of the business man's secretary falls to the member of his staff who has shown, in the discharge

of kindred duties, the best fitness for the position, and that he or she may be trusted with confidential work. In many cases there may be no definite appointment as secretary at all, but the likely person grows into it by the increasing reliance of the principal, and in due time is recognised and styled his secretary. The way to enter a secretaryship to a business man is, therefore, through the position most likely to lead to it, viz., the shorthand-typist who can bring to bear upon the work a good general education, and the requisite qualifications. In the case of public men, authors, and others employing private secretaries, direct appointments are more often made, but they are generally obtained by influential recommendation, or by the introductions of a good commercial school, the principal of which is occasionally applied to for a suitable candidate from among the most promising students.

BANK, INSURANCE, RAILWAY AND OTHER CLERKSHIPS

The Bank of England, which employs 800 or 900 clerks, is the head of the Banking world, and its clerks are a very select body of men. Admission is by nomination of a Director and the approval of the Court of Directors. This nomination is very difficult to obtain without considerable influence, and even when the candidate gets his name on the coveted list, it may be a long wait before he is called up for examination. If, therefore, a nomination can be obtained, it is best obtained some time before the candidate reaches the age limit, which is from eighteen to twenty-five. It is perfectly useless to apply to a Director as a stranger, and if the candidate is not known to a Director the only alternative is to approach one through some influential patron of the Bank. A great deal of attention is paid to the social status of candidates, who should also have received their education at a good class school; an elementary school education would not be acceptable.

The Bank of England examination is competitive ; that is, there may be more of the nominated candidates allowed to sit than there are vacancies. The subjects of examination are ordinary English subjects, but the test in these is pretty thorough. The obligatory subjects are : (1) Handwriting ; (2) Dictation ; (3) Arithmetic, including interest, stocks, and compound addition ; (4) English composition ; and (5) geography. The salary commences at £80 a year, and rises eventually to £300, but beyond this, although there are, of course, chances of promotion, the number of higher-paid posts is not large. There is a pension upon retirement, which is compulsory at sixty-five.

In most of the leading banks the salary commences about the same as for the Bank of England, or less, but the maximum is not quite so high, while in a few the age limit of admission is as low as seventeen. There is a tendency in many of the banks to give preference to those who have received practical training in commercial subjects, especially in shorthand and typewriting, providing their credentials in other respects are good.

The work of the bank clerk is largely routine, involving no great mental effort, and the ambitious youth who enters a bank should seek to qualify himself for promotion by preparing for and taking the examinations of the Institute of Bankers, for which purpose attendance at the lectures on Banking and Currency given at the Polytechnics and kindred institutions should be taken advantage of. The examinations are held annually in May, and there are two grades.

INSURANCE CLERKSHIPS

Next to banks come the Insurance Offices, which employ many thousands of clerks, and offer somewhat similar advantages to the banks, with steady permanent employment, at fairly good progressive salaries, with generally a superannuation scheme. Here, again, the status of the clerk is one of respectability, and admission is obtained by

a Director's nomination, or failing that through an influential friend of a Director. The usual practice is that when a youth has been recommended for appointment by a Director, he will be required to attend for examination, not necessarily competitive, and generally in about the same subjects as for a bank, shorthand and typewriting being a recommendation. If the test is satisfactory, the candidate, after passing a medical examination and certified to be in good health, will be called up for service as soon as a vacancy occurs.

The practice is not so rigid as in banks, either as to the age limit or commencing salary, and a junior with shorthand and typewriting skill will often be taken at about sixteen or seventeen, at a commencing salary in such cases of from £30 or £40 a year. He serves as a probationer for twelve months, and if satisfactory is then placed on the permanent staff. In three or four years' time he will have reached £80 a year, and it will then depend upon himself whether he rises automatically to the maximum of £250, more or less, or whether he advances to a more responsible position. For the ambitious young clerk who has the capacity for rising above routine, opportunities are afforded by means of the Examinations of the Institute of Actuaries. For information concerning these examinations apply to the Secretary, Institute of Actuaries, Staple Inn, Holborn, London, E.C.

The largest of the Insurance Offices employ many hundreds of clerks. At the head offices of the Prudential Insurance Company, Holborn Bars, London, the clerical staff numbers about 1,700, of whom between three and four hundred are ladies. The sons and daughters of professional men, and of members of the staff, are almost exclusively appointed, though others are occasionally taken. In all cases of insurance offices, as well as in banks, it is a necessary condition that the candidate should have received his or her education at a good class school.

RAILWAY CLERKSHIPS

Railway clerkships are generally regarded as among the better class of clerkships, at least, so far as the Head Offices of the companies are concerned. There are two reasons for this which do not always apply in other directions, viz., that although the commencing salary is a moderate one, a boy can start at a considerably earlier age than in a bank or insurance office, and for the bright lad there is a very good prospect of promotion later on to responsible positions.

Here, again, influence is generally necessary or desirable for getting a youth a place upon the list of candidates, although it is less rigid with some companies than with others. A large customer of a railway company can often secure a favour of this kind, while an intelligent lad with good credentials and a knowledge of shorthand and type-writing need not hesitate to apply for an opening, even without a nomination.

The age at which candidates are accepted varies with the different companies, but generally it is from fourteen upwards. In the London & North-Western Railway Company's offices the age is from fourteen to sixteen, the Great Western from fourteen to eighteen; and the South-Western from fourteen to nineteen. The commencing salary also varies both with the different companies and also with the age at entry, and is from £25 to £40, according to the age of entry.

Candidates have to pass a qualifying examination, and a medical examination.

The practice of the London & North-Western Railway is, I am informed, to engage lads at from fourteen to sixteen years of age, and train them up to the senior positions as they become vacant. The entrance examination is in Handwriting, Composition, Arithmetic (comprising Rule of Three, Practice, Interest, and Vulgar and Decimal Fractions) and Dictation. After admission junior clerks

must qualify themselves in the art of shorthand, and they are tested year by year as to their progress. After completing two years' service, junior clerks must undergo a further examination in regard to the general knowledge they have acquired of the business, and again at the close of five years' service.

The entrance examination for the other companies is very similar, and with regard to further progress the General Manager of the Great Western Railway, Mr. James Charles Inglis, states that "So far as railway work is concerned, the shorthand writer is practically in all cases also a typist, and there can be no doubt that the experience which he gains in the conduct of this work is of service in widening his knowledge and fitting him for a better appointment." The importance of stenography as an aid to railway business is recognised by its inclusion as a subject in the examination papers for the clerical staff.

The progressive increase of salary is fairly good, and what makes the employment more attractive to many than the commercial clerkship is that there are opportunities by means of examinations of showing advancement in knowledge, and chances of promotion for the efficient clerk to the more responsible and more highly paid positions which are open to him. There are a great number of such positions in a railway company's service. For such positions appointments are made from the staff of clerks from which are supplied most of the station masters on the line, as well as a large number of responsible officials. It is for these reasons, and from the permanency of the service that the demand for places for juniors often exceeds the number of vacancies. At the time of writing the London & North-Western Railway had a sufficient number of eligible candidates already on the books waiting for employment.

SOLICITORS' CLERKSHIPS

The solicitor's clerk almost invariably begins as a boy.

from school. Entering the office of a solicitor at the age of about fifteen or sixteen years of age, he has every opportunity of learning, not only the routine of legal work, but of picking up much useful knowledge, and of fitting himself for the more confidential post as a managing clerk later on, or, by self-denial, of being able to take up articles and study for the profession as a solicitor. There is no recognised standard or examination for a lad entering the office of a solicitor, but there is no kind of office work in which skill in shorthand and in the use of the typewriter is more valuable or necessary.

For climbing the ladder to the rank of a solicitor, in cases where means are limited and wages must be earned, a youth should have a good general education to start with, capacity to write, and also speak well, and clear, rapid penmanship, which are among the most desirable accomplishments, both for present duty and future prospects. The position of a solicitor's clerk is a strictly confidential one, and as experience increases the remuneration is good. Among the best offices to enter are generally those in which the principal holds a number of public appointments. In such cases there are often distinct departments of work in the same office, and following up his training as junior the clerk may find himself picking up the special knowledge of the appointments held by his employer, as clerk to local authorities, clerk to magistrates, or he may work his way upwards in the conveyancing, which is a distinct and also a remunerative department of work in a lawyer's office with an old-established practice.

The steps necessary to be taken where a solicitor's clerk aspires to become a solicitor are described in another chapter on Professional Employment.

THE SHIPPING CLERK

Shipping Clerkships offer another field of employment, especially in London and other seaports. "For a shipping

clerk," said a shipbroker to the writer recently, "rapid and good writing and figures for the filling-in of the various documents used in the shipping business, rapid calculation of weights and quantities, and a good knowledge of commercial geography are among the essentials, and here there is a good opening for the junior who can use the typewriter; and modern languages, especially French and German, will always pay handsomely for the time spent in their acquirement."

The shipping clerk is, moreover, in a business in which there are important and responsible positions to be filled, both at home and abroad. The leading commercial schools have frequent opportunities for introducing their students to berths as shipping clerks.

THE STOCKBROKER'S CLERK

The position of a junior clerk in a stockbroker's office is generally obtained by recommendation or the introduction of a commercial school, and there are few more thorough trainings than the work in such an office affords. The salary is generally good for the experienced clerk, and there is always the prospect of the really efficient clerk rising to the position of acting for his principal as "Authorised Clerk" in the "House," as the Stock Exchange is called. In addition to the ordinary holidays allowed in other offices, stockbrokers' clerks always have a holiday on the days on which the Stock Exchange is closed.

THE CABLE COMPANIES

Another field for employment in the commercial world is that offered by the leading cable companies, whether for home service or abroad. The Eastern Telegraph Company, which has the most extensive foreign service, offers a very good prospect for the intelligent lad whose parents can afford a little help at the start. Boys from fifteen to seventeen are admitted as probationers, and

although there is an understood rule that admission is by nomination, a promising youth would not be rejected. No wages are paid for the first six months, and a premium of £48 has to be paid, but if a parent can afford this help, the after prospects will justify the sacrifice. For the second six months the pay is at the rate of £2 a month, and for the third six months £3 a month.

The first period of training is passed at the headquarters in London, and the remaining part at the Company's Cable Station in Cornwall. After the probationary period those who are competent pass into the class of junior clerks, and ultimately into that of skilled operators, rising to a maximum salary of £17 per month, with extra allowances if transferred to foreign service. A skilled telegraphist obtaining a post in the company's service would receive an initial salary according to his experience and qualifications.

A youth having inclinations for foreign service, providing he has good health—for the medical examination is generally a strict one—might do worse than seek an opening with one of the cable companies. With some of the other companies the conditions as to candidates and entry vary from those of the Eastern, by taking qualified operators rather than probationers, and the initial salary varies accordingly. For service abroad higher salaries are paid than at home—according to the country, and conditions of life there, to which the operator is sent. Most of the cable companies have a superannuation scheme for their staff. Application should be made to the secretaries of the different companies. The addresses of the leading Cable companies are as follows:—

The Eastern Telegraph Company, Electra House, London, E.C.; the Anglo-American Telegraph Co., Old Broad Street, E.C.; the Great Northern Telegraph Co., St. Helen's Place, E.C.; the Wireless Telegraph Co., 18 Finch Lane, E.C.

COMMERCIAL TRAVELLERS

The advent of the railway gave a great impetus to the field of operations of the commercial traveller, and to-day he holds a position which is essential to the conduct of a large business. His work is a vital part of the business of London, extends all over the provinces, and an even more important part of it is that of the commercial traveller abroad. The "Ambassador of Commerce" he is sometimes called, and it truly describes the representative character of the service he is called upon to render to his firm.

The candidate for a position as a commercial traveller should have a good basis of physical health to start with, for the work is trying and arduous; unbounded energy to push his wares and create a business where none existed before; an ever-ready faculty of courteous speech, the tact of a diplomatist, and a judgment to act as his principal would wish, and the courage to take a responsibility in order that a good stroke of business may be done. These qualifications will always command a responsible position and a good salary, and as the commercial traveller sees a great deal of the world, he will also have opportunities of adding to his usefulness.

The best school of training for a commercial traveller is that of the junior who enters a good house of business, having distant connections at home and abroad; for the man who has been in frequent touch with the methods of his principal at home will best be able to represent him abroad. There is always a good opening for the energetic youth who has had the advantage of a good home training, and for the houses having extensive business connections abroad, a knowledge of one or more modern languages is the surest stepping-stone to a good position as a commercial traveller. Many of our oldest firms whose business is largely on the Continent of Europe train their own travellers by taking them as juniors into their offices, and if they show fitness and inclination for the work, and a knowledge

of one or more languages, will help them to perfect that knowledge and draft them into their travelling staff, in which a salary of £300 to £500 a year may be confidently looked forward to, with opportunities of further advancement.

The best way to start in life as a commercial traveller is to seek an entrance as a junior clerk into a business house which employs a large travelling staff, and as there are few houses of any size which do not employ travellers, there should be no difficulty for the right sort of youth eventually getting what he desires if he keeps his eyes open to the obvious requirements of the business and shapes his course accordingly.

SECTION III

MUNICIPAL EMPLOYMENT

A STRIKING example of division of labour which helps so much to increase the dispatch of business in the modern world is afforded by the fact that even a clerk may not always mean the same thing. In many cases the difference is so marked that a clerk from one business would be useless, or at any rate not acceptable, for another—the commercial clerk would not be suited to the solicitor's office, or the railway clerk for the draper's counting-house.

Of the many directions in which the addition of some special knowledge or experience to ordinary clerical skill is of value to its possessor, none is more notable, or more likely to grow in importance, than the clerical work required in the various offices connected with the public work generally understood by the term "local government." With every growth of communities there is a corresponding growth in the demand for local government machinery to overtake its needs, and consequently of persons required to carry on the work which the machinery is designed to do. Every new Act of Parliament bearing upon the health and social life of the people has the effect of adding to the demand for various grades of municipal officials. The tendency of legislation is to multiply the number of clerkships in all municipal offices, such as Town, District and County Council offices, Education Authorities, etc., and the special experience gained by clerks and other public officials entrusted with the new duties qualifies them to take up extensions of similar and more important work in the same direction.

POOR-LAW APPOINTMENTS

The oldest form of our local government is that of the Poor Law, the appointments under which are especially

dependent upon special experience. There are between 600 and 700 Poor Law Unions in England and Wales, each requiring a Clerk (and his office clerks), one or more Relieving Officers, a Workhouse Master, Matron, and assistants. The chief appointments made directly by the Guardians are the Clerk, Workhouse Master, Matron, Relieving Officers, Vaccination Officers, and, in large Unions, Inquiry Officers into settlements, etc., besides clerks in the large workhouses in the Metropolis. The pay and prospects of these various officers vary according to the size and character of the union. There is no examination to pass to secure them, but there is always the test of some kind of experience under the Poor Law. The appointments are generally advertised in the Poor Law journals, and from the applicants the Guardians select a number for personal attendance before the Board, and from these the appointment is made.

It is a very rare thing indeed for a Board of Guardians to appoint an officer without any previous experience of the duties to be performed, however excellent the other qualifications of a candidate may be. But as everyone must make a beginning somewhere, perhaps the best chance for obtaining an appointment, either as Relieving Officer or Master of a Workhouse, is to enter the office of the Clerk to the Guardians, or as clerk in the Workhouse Master's office in the large Unions. In these capacities experience of the working of the Poor Law, the orders, and forms of accounts of the Local Government Board, is gained which, with occasional opportunities of doing temporary duty in place of a Relieving Officer or Workhouse Master, forms the usual stepping-stone to those appointments.

Officers employed under the Poor Law have a pension secured to them by the Poor Law Officers' Superannuation Act.

A junior who has a desire for municipal work, including the Poor Law, cannot do better than seek an appointment

in the office of a Clerk to the Guardians, or Town Council, etc., in his own town, entering the office as a lad and working his way upwards, as he may certainly do by means of the experience he will there gain. A Clerk to the Guardians usually holds a number of other appointments, as Clerk to the Assessment Committee, Superintendent Registrar, and also, in the country, Clerk to the Rural District Council. The training in such an office is useful for almost any other clerical appointment under the various municipal authorities.

MUNICIPAL CLERKSHIPS

A remarkable instance of the increased demand for clerks and other officials in municipal life was afforded recently by the creation of nearly thirty London Boroughs, each with its Town Clerk and office staffs, apart altogether from the much larger staff of the London County Council. So heavy is the clerical work in all these offices that it is divided up into departments in which good berths are occasionally advertised, and generally with such an intimation as this at the end: "Preference given to a clerk conversant with the work in the office of a local or municipal authority"; or, "Preference given to those possessing a knowledge of shorthand, and who are able to manipulate the typewriter."

The best possible preparation therefore for a clerkship in the more important of the municipal offices, in which admission is not by examination, is some experience gained, in the office of the clerk to a smaller local office authority, a solicitor's office, or by efficiency in shorthand and typewriting.

The importance of these subjects for juniors desiring to enter municipal offices was emphatically stated recently by two of the Town Clerks in the large provincial cities.

Mr. H. Sayer, the Town Clerk of Sheffield, said: "Speaking from my own lengthy experience, I would say that it is

a *sine qua non* with every junior clerk entering my office that he should be a fairly proficient shorthand writer, and of my staff of twenty clerks every one is a shorthand writer. . . . If a man shows skill in stenography he is brought into personal contact with myself, my deputy, and my assistant solicitors, and becomes familiarly acquainted with matters which make him extremely valuable, and beyond doubt lead to his promotion to a higher position in the office as vacancies occur."

Mr. Edward R. Pickmere, Town Clerk of Liverpool, said : " Most of my best clerks are excellent shorthand writers, and the boy who has just left school and comes into my office at fifteen or sixteen years of age, and who has only an elementary knowledge of stenography has a much greater chance of success than a boy who has none. I have many applications every year for positions upon my staff, and if there is no vacancy my advice to the parent or guardian invariably is, ' Let your boy learn shorthand and the use of typewriting machines until such time as a vacancy occurs.' "

Among the other offices under a municipal authority, other than clerkships, are those of Borough Accountant, which has more than once been secured by an experienced senior clerk in the office, who has taken up accountancy and had special experience with auditors in connection with the office accounts. This is, however, quite beyond the reach of the young clerk, except as a goal for his ambition, and an inducement to take up the study of accountancy for the examinations of the Institute of Chartered Accountants, to which reference is made in a later chapter of this book

MUNICIPAL SURVEYORS

One of the best appointments available under a Municipal Authority is that of Surveyor, whose duties are connected with the management of the highways, the development of new streets, designing and carrying out of public works

for water supply, sewerage, etc., and the position is therefore one which calls for technical knowledge, and technical training. Municipal and County Surveyors receive salaries varying with the size and area of the town, city or county under their charge, from £200, perhaps, in a small town, to £800 or £1,000 in the case of important cities or for County Surveyorships.

The candidate must gain his technical training by becoming a pupil of a duly qualified surveyor, or as clerk in a surveyor's office, with skill in draughtsmanship, he might make a start, and from this point get to an assistant surveyorship, and from that to a surveyorship. But however he may start for such a career he should prepare for the examinations of the Institution of Civil Engineers described in a later chapter on Engineering, as the surest way to climb the ladder to one of the better class appointments.

SANITARY INSPECTORSHIPS

Other technical offices under a Borough or County Council are those of Sanitary Inspectors and Inspectors of Weights and Measures. The applicant for the position of a Sanitary Inspectorship who has had no opportunity of performing the actual duties of the office, will find experience gained in any minor local government office, or in the building trade of some use as an introduction; but in any case, in the absence of actual experience he should prepare for and pass the examination of the Royal Sanitary Institute.

These examinations were established to meet the increasing importance of the duties of local surveyors and sanitary inspectors in connection with the various Acts relating to Public Health, Drainage and Water Supply, the Sale of Food and Drugs, etc., and they are held at various centres in the United Kingdom. The candidate must be of good character, write legibly, spell,

correctly, be able to make an outline sketch to scale, and to read ordinary building plans, and must possess a fair knowledge of arithmetic. He must either have had opportunities of gaining a practical knowledge of sanitary work, or must have attended the courses of lectures and demonstrations given at the Royal Sanitary Institute.

Particulars of the above examinations and courses may be obtained by application to the Secretary, Royal Sanitary Institute, Parkes Museum, Margaret Street, London, S.W.

The salaries of Sanitary Inspectors vary considerably. In country districts under a Rural, or small Urban, District Council, the salary would not be sufficient to live upon alone, but for the fact that other offices are often held in conjunction; under the larger Borough Councils the appointments are of much more importance. The Inspectors in the Public Health Department of the London County Council, who must not be under thirty nor over forty years of age, are paid the following salaries:— Lower Division, £150 a year, rising to £200, with promotion to the Upper Division by merit; the salary in the Upper Division rising from £200 to £250 a year. Candidates must possess a certificate for proficiency in sanitary knowledge from the Sanitary Inspectors' Examination Board. At the time of writing an intimation reaches me that "there is little prospect of vacancies arising in the near future."

INSPECTORS OF WEIGHTS AND MEASURES

The office of Inspector of Weights and Measures is perhaps less thought of because the appointments are comparatively few in number, but they are well worth seeking by those in a favourable position as candidates. Here, as in the case of appointments under the Poor Law, a regular appointment can only be obtained by those who have gained some little experience in similar work, and generally as an assistant. This may sometimes be obtained

in the larger centres by commencing in a Weights and Measures office, or, if the Board of Trade Certificate is obtained, an appointment jointly with another office may sometimes be obtained under one of the smaller authorities. In any case it is necessary to qualify for the post by passing the Board of Trade examination. The subjects which have to be taken in this examination are : (1 and 2) Reading and Writing from dictation ; (3) Arithmetic, including Decimals ; (4) Elementary and Practical Mechanics ; (5) Elementary and Practical Physics ; (6) Practical Inspection and Verification of Weights and Measures, and Weighing and Measuring Instruments.

The salaries paid to Inspectors of Weights and Measures would under the provincial Authorities vary from as low as £100 a year to £200 a year, the average being about £150. In London Assistants are appointed at a salary of 30s. a week, Inspectors of the second class at £250 a year, and Inspectors of the First Class at £300 a year. To start as Assistant with the Board of Trade Certificate is the most likely way of obtaining a full Inspectorship, either in London or in the provinces. For information as to the examinations write to Wyman & Sons, Fetter Lane, London, E.C., for "Heads of Examination," which contains examples of questions set at previous examinations. It may be obtained for 1½d., post free.

RATE COLLECTORS

The Rate Collector is another officer employed both by the Poor Law and Municipal authorities in every district where there is a local authority. In the smaller areas the office is generally held by a person who devotes only a part of his time to the duty, but in all large towns the office is one which takes up the whole time of the collector, and in many of the larger centres numerous collectors are appointed each with a district to himself. The opportunities of securing an appointment as Rate Collector are very similar

to those already described for positions under the Poor Law, and the candidate who is doing any kind of clerical work dealing with rating and accounts connected with local government is the most eligible as a candidate for the post. The salaries paid are in proportion to the area and the amount of rate to be collected. The pay generally is good, and the employment is a permanency, so long as the collector gives satisfaction in his office. From £150 to £300 a year may be regarded, approximately, as the range of salaries in cases where the whole time is devoted to the duties. The collector has to furnish a guarantee of integrity in a substantial sum, through a Guarantee Society.

LONDON COUNTY COUNCIL CLERKSHIPS

Appointments to Clerkships under the London County Council are the nearest approach to clerkships in Government Departments in the Civil Service, and are being sought after very keenly. In the first place, they are entered only by competitive examination, and they afford the same guarantee as the Civil Service of permanent employment, regular and moderate hours of work, with the opportunity of rising to higher grades, and there is a superannuation scheme. In the offices of the London County Council proper, and in the Education Offices, which have taken the place of the late London School Board, some hundreds of clerks are required and for these the examinations, which are not unlike those of the Civil Service, are held periodically according to the needs of the service. The rank and file of the L.C.C. clerkships consist of those who enter as Fourth Class Clerks, and it is at this point that juniors will have to gain admission.

L.C.C. MEN CLERKSHIPS

The following are the official particulars as to examinations and appointments for Men Clerks :—

Fourth Class commencing at	£80,	rising by	£5 to £100.
Third Class	£100	"	£10 to £150.
Second Class	£150	"	£12 10s. to £200.
First Class (lower section),	£200	"	£15 to £245.
Do. (upper section),	£245	"	£15 the first year
and afterwards by	£20 to £300.		

There are a number of appointments at higher salaries than £300 a year. Usually subordinate officials (in the above classes) are selected for promotion to these positions. The annual increment in every case is conditional upon a certificate of satisfactory conduct from the head of the department.

An open competitive examination is held from time to time for the Fourth Class Clerks, and positions in the classes above the Fourth Class are obtained up to the Third Class by promotion according to merit, and into the Second and First Classes according to the nature of the duties.

All appointments under the Council are held during the pleasure of the Council, and are subject to the conditions that the persons appointed shall be required to give their whole time to their official duties; that they shall not be allowed to take any private or other paid employment; that they shall be subject to the Council's regulations in respect of the superannuation and provident fund (a deduction of £2 10s. per cent. per annum from the salary, to which the Council adds another equal contribution); and further that their first year's service shall be on probation, and that their engagement shall be terminable at the end of the first year without notice, if they are reported by the heads of their respective departments to be for any reason unsuited for the service.

Candidates for appointment as Fourth Class Clerks must be British subjects, and must be over eighteen and under twenty-three years of age on the latest day for receiving applications to sit for the examination. They must be free from physical defect of every kind, and those who

are selected for appointment will be required to submit themselves to an examination by the Council's medical examiner.

The Examinations for Fourth Class Clerkships are divided into two parts—Preliminary and Competitive, and, unless the candidate passes in the Preliminary he cannot sit for the Competitive. The following are the subjects of examination in the Preliminary, all of which must be taken.

Subjects :—

1. Handwriting. To be marked from the papers on English.
2. Orthography. Composition, English History and Geography.
3. English Composition, consisting of an essay, for which a choice of subjects will be given.
4. Arithmetic (including Vulgar Fractions, Cube Root, Decimals and Mensuration).

English History :—

- (i) General Questions on English History.
 - (ii) More detailed questions on the following periods, of which each candidate may select one only :—
 - (a) The earliest historic times until 1485.
 - (b) 1485-1688.
 - (c) 1689 to present time.
5. Geography :—
- (i) General questions in industrial and physical geography, including the elements of physiography.
 - (ii) The geography of the United Kingdom.
 - (iii) The following sections, of which each candidate may select one only :—
 - (a) The Colonies and Dependencies.
 - (b) Europe.
 - (c) Asia and Africa.
 - (d) America, with special reference to the United States.
7. Euclid. Book I to IV and VI, or the equivalent in Geometry.
 8. Algebra. Up to and including the binomial theorem.
 9. Plane Trigonometry. Including the solution of triangles, but excluding what is known as analytical trigonometry.

In the Preliminary Part special importance is attached to English composition and arithmetic. Candidates who have passed the Matriculation at the various Universities, the Oxford and Cambridge Higher Local examinations, the

Oxford, Cambridge, or the Durham Local Examinations for senior students, Oxford and Cambridge (Joint Board) Schools examination higher certificates, or who hold the Leaving Certificate of the Scotch Education Department, or of London University, the Senior grade certificate of the Irish Intermediate Education Board, or of the Central Welsh Board, are exempt from the Council's Preliminary Examination, and may sit forthwith for the Part II Competitive Examination, and candidates who have previously passed the Preliminary, but not in the Competitive, need not sit again for the Preliminary.

Part II.—Competitive.

The subjects for the Competitive Examination, which is a stiff one, but with a fairly wide range of subjects to choose from, are sixteen in number, of which any four besides General Knowledge and Précis-writing may be taken.

1. General Knowledge (written and oral examination), compulsory for all candidates.
2. Précis-writing (compulsory for all candidates).
3. English language and literature :—
 - (i) Essay.
 - (ii) General questions on English literature.
 - (iii) Special subjects in English literature, all of which must be taken, from Chaucer, Shakespeare, Milton, Langland, Pope. An oral examination will also be held.
4. Pure Mathematics :—
 - (i) Algebra.
 - (ii) Analytical trigonometry.
5. Applied Mathematics.
6. Any modern language and literature (written and oral examination).
7. Any other modern language and literature (written and oral).
8. Latin.
9. English History.
 - (i) General questions.
 - (ii) Special questions on one of the following periods :—
 - (a) The earliest times to 1485.
 - (b) 1485-1688.
 - (c) 1689-1815.
 - (d) 1815 to present time.

10. Economics.
11. Outlines of English local government.
12. Elements of English law.
13. Experimental Mechanics (written and oral).
14. Experimental Physics (written and oral).
15. Chemistry (written and oral).
16. Book-keeping and Accountancy—office organization, the meaning of mercantile terms, and the nature and use of the books usually kept in a merchant's office; the principles of double entry.

There will be an examination in shorthand, and the Council's official notification of the examinations states that "all candidates with a knowledge of this subject should sit for the examination, as there are some positions in the Council's service where shorthand is essential. The marks gained in shorthand will not, however, count in the general competition." A further intimation states that "The Council does not bind itself to appoint any candidate, and moreover reserves to itself the right of selecting for appointment any candidate, irrespective of the aggregate marks he obtains, if such candidate has special qualifications requisite for a particular appointment."

Intending candidates for Fourth Class Clerkships should bear in mind that the examination is a rather stiff one, about equal to the Intermediate Arts or Science of the London University, so far as the papers set are concerned, but the character of a competitive is different from that of a University examination, according to the extent and character of the competition between the rival candidates, whose efforts to excel one another have the effect of raising the standard or total aggregate of marks necessary to get into the list of successful ones. Special preparation under the guidance of an experienced coach is recommended. Finally, there are likely to be about 60 vacancies annually, with about three examinations a year. An intending candidate should apply to the Clerk of the County Council for particulars of the examinations a considerable time in advance of the time at which he is likely to present himself,

and take the opportunity of studying the papers set at previous examinations. These papers may be obtained from Messrs. P. S. King & Son, 2 and 4 Great Smith Street, Westminster, S.W. (price 6d., or post free 7d.). •

The fees for each* part of the Fourth Class Clerks' Examination—Preliminary and Competitive—is 10s.

L.C.C. LADY TYPISTS

Separate examinations are held by the L.C.C. for appointments of lady typists. The following are the official notifications respecting these appointments and the examinations held for this purpose. The scales of pay and conditions of appointment are as follows :—

Class I. Supervisors and shorthand-writer* typists :—

- (a) Lower section : commencing at £80 a year, rising by annual increments of £5 to £100 a year.
- (b) Upper section : commencing at £100 a year, rising by annual increments of £5 to £120 a year.

Class II. Ordinary typists :—

- (a) Lower section : commencing at £55 a year, rising by annual increments of £5 to £65 a year.
- (b) Upper section : commencing at £65 a year, rising by annual increments of £5 to £80 a year.

The annual increment is in every case conditional on a certificate by the head of the department that the work and conduct of the typist during the year have been in all respects satisfactory.

Separate competitive examinations for typists in both classes are held from time to time. Vacancies, however, in Class I are infrequent, and therefore an examination for Class I appointments is only occasionally necessary. The announcements of the examinations are made in some of the leading London daily newspapers and in the *London County Council Gazette*.

The appointments are held during the pleasure of the Council, and are subject to the conditions that the persons appointed shall be required to give their whole time to their official duties ; that they shall be subject to the

Council's regulations in respect of the superannuation and provident fund (as in the case of men clerks); and shall be required to resign their appointments on marriage; and, further, that their first year's service shall be on probation, etc. (same as in the case of men).

Candidates for appointment as typists must be British subjects, and must be over eighteen and under thirty years of age on the latest day for receiving applications to sit for the examination. They must be free from any physical defect which would prevent them from carrying out their duties with regularity and efficiency. Those who are selected for appointment will be required to submit themselves to a medical examination by a lady doctor.

The Council does not bind itself to appoint any candidate, and moreover reserves to itself the right of selecting for appointment any candidate out of the order of merit if such candidate has shown in her examination special qualifications in any particular subject requisite for the appointment.

The regulations for examinations for appointments in Class I are as follows :—

For appointments in Class I there shall be allowed to compete (a) typists in Class II, (b) candidates who pass a preliminary examination in the following subjects, all of which must be taken :

1. Handwriting.
2. Orthography.
3. English Composition (consisting of an essay for which a choice of subjects will be given).
4. Arithmetic (including Vulgar Fractions and Decimals).
5. English History.
6. Geography.

Candidates who have passed any of the examinations mentioned in the foregoing particulars for male clerks are excused the above Preliminary, and all who have passed the Preliminary at a previous examination, but not at the

Competitive, can sit for the latter without passing the Preliminary again.

For competitive examination for appointments in Class I the following are the subjects :—

1. Typewriting (including stencil work).
2. Shorthand. Candidates will be required to pass satisfactorily a test in shorthand writing at the rate of 100 words a minute, taken continuously for ten minutes.
3. General Knowledge (written and oral examination).
4. Précis-writing.
5. English History.
6. Geography.
7. English language and literature.
8. Elementary Mathematics.
9. French language and literature (written and oral).
10. German language and literature (written and oral).
11. Latin.

Subjects 1 to 4 are obligatory and three of the subjects 5 to 11 must also be taken. The fee for each part of the examination is 5s. The syllabus for English History, geography, and language and literature is very similar to that for male clerks.

Appointments in Class II

For appointments in Class II those allowed to compete are: (a) Candidates who pass a preliminary examination in handwriting, orthography, English composition, arithmetic, geography and English history (similar to syllabus for Preliminary in Class I, but the standard required for passing will not be so high); or (b) one of the following examinations—Junior Cambridge Local, Junior Oxford Local, College of Preceptors (Class I or II), Oxford and Cambridge Joint Board Lower Certificate, or other examinations exempting from the Preliminary in the First Class. Candidates who pass the Preliminary, or have passed the other examinations as above, will be required to compete in an examination in general knowledge (written and oral) and typewriting (including stencil work).

The fee for each part of the examination for Class II is

2s. 6d., and copies of papers set at previous examinations may be obtained from Messrs. P. S. King & Son, Great Smith Street, Westminster.

It will be seen that to enter by means of Class II for typists does not mean a very severe examination; but of course, the candidate's chance of success does not depend upon this alone, but also upon the degree of competition, for if the number of candidates is very large in proportion to the number of vacancies, as is generally the case, the aggregate number of marks required to get a place among the successful is raised.

There were ten vacancies at the examination held in February last.

METROPOLITAN WATER BOARD CLERKSHIPS

The establishment, not very long ago, of the Metropolitan Water Board for controlling the whole of the water supply of London taken over by purchase from the various water companies, had the effect of consolidating the clerical staffs of the old companies into one comprehensive body of workers. About 700 clerks, apart from other officers, are employed by the Board in their offices, situated at Savoy Court, Strand, Holborn, and other parts of London, and the start for those who are fortunate enough to gain an entry into the office at about eighteen or nineteen is a very good one. At present the Board has no definite regulations for conducting competitive examinations for clerical appointments on the lines of the London County Council, although the various classes of clerks and grading of salaries are somewhat similar.

As in the County Council, a junior must enter, if at all, at the lowest class. There are five classes, and the point of entry is the Fifth Class Clerkships. The applicant must be eighteen years of age, but there is no maximum limit. In the Fifth Class Clerks the salary commences at £70 a year, rising by annual increments of £7 10s. to £100 a year,

From this the clerks are promoted to the Fourth Class, commencing at £100 a year, rising by £10 to £150 a year ; the Third Class carries the salary to £200, and so on to a maximum of £300 for the First Class. There is also a superannuation scheme now in course of preparation.

As the appointments are advertised in the daily papers in the ordinary way of business clerkships, with no age limit but the minimum of eighteen, there is an extraordinary number of applicants, and under present circumstances, with no competitive examination, the candidates who may happen to be known to the members, or who may have had special experience in a municipal office, or shorthand and typewriting skill, have the best chances of obtaining appointments. The application form among other things, asks the questions whether the candidate has had any experience in a municipal office, and at what speed he can write shorthand and manipulate a typewriter. The candidates selected for appointment have to pass an entrance examination, somewhat after the manner of nominated candidates for appointments in a bank, or insurance office, and also a medical examination.

The Metropolitan Water Board also employs a large staff of collectors. There has recently been a rearrangement of the scale of salaries, which now commence at a uniform rate of £180 a year and rise to £300. Candidates must not be under forty years of age, and it is hardly necessary to say that vacancies do not occur very frequently, and when they do occur candidates are invariably appointed who have had actual experience of the duties of a Rate Collector, or experienced clerks from the inside of the offices.

SECTION IV

CIVIL SERVICE EMPLOYMENT

THE popular conception of the Civil Service, or employment under Government, does not always answer very closely to the real thing, either as to the character and conditions of the work required, or of the wide and varied field of employment which the terms of Civil Service imply. It is not merely the passing of an examination and then going on placidly drawing a handsome salary for doing very little work, and a pension when you have had enough of it, nor is it merely an office full of clerks engaged in tying and untying red tape.

To enable the reader to form some idea whether the Civil Service is likely to suit his particular circumstances or talents, before committing himself to the expense and time required to be spent upon preparation for examinations, it may be well to indicate briefly some of the chief advantages and disadvantages of the Service as a field of employment in which to start a career. Among the advantages of the Service I suppose the great majority would consider the following: The certainty of continued employment, so long as conduct is reasonably good; the comparatively short hours of duty, with leisure for the cultivation of personal tastes or using up of energy not called for in the daily round of duty; allowance during sickness; a fairly long leave for holidays; the satisfaction that you cannot be dismissed by any mere caprice, and only as a result of your own utter carelessness or misconduct; a fairly good progressive salary, especially in the later years of life; the possibility of promotion to a higher grade in the service, and a retiring pension. As compared with the vicissitudes of business life, these advantages are, of course, considerable. Let us see what are the disadvantages. These include a monotonous and

almost mechanical round of duty ; no certainty that the best man will be promoted, for although in theory promotion may be by merit it does not always prove so in practice ; generally promotion is by seniority, which favours the regulation dullard with no bad marks as much as the most promising young fellow ; out of this state of things there springs a natural tendency to work, not at the highest level, but down to the lowest level that is consistent with observing the regulations. Then there is a great gulf between the Second and First Division Clerkships, and not enough allowance made for experience gained in the Service by lower grade candidates desiring to compete in higher grade examinations.

From the foregoing it may be inferred that for the exceptionally brilliant young fellow who is ambitious to make his way by sheer ability and enthusiasm in his work, the Civil Service may not be an ideal calling, but for the great majority who prefer something solid, certain, and eminently respectable, even at the sacrifice of individuality, there is much to commend it. Notwithstanding that its rules and regulations were made not for the exceptional man but for the average man, merit does sometimes assert itself and find its reward, but the great majority are confronted at every stage with the "O.C." barrier, and all who would pass that barrier must first show themselves first in open competition.

It is true there are a few appointments for which entry is by nomination, with and without competition, and some for which the competition is limited to those specially qualified, yet the method of entry into the Civil Service is, broadly, that of open competition. The aspirant to Civil Service employment has, therefore, to consider both what branch of the Service he would prefer to enter, and at the same time the character of the examination and the competition he may have to meet, and, consequently his chances of success with such educational advantages as he

possesses, and such expenditure of time and money as he can afford to devote to preparing for the examination.

Before making his decision there are certain elementary points upon which the aspirant should be satisfied with himself. He should be in good physical health, for a medical examination is the invariable rule as a condition of entering the Service, he should be quite sure he is of the right age for the particular examination he desires to enter, for a mistake of even a day will be sufficient to throw him out, and he should be thoroughly well grounded in the elementary parts of an English education. He must be able to write in a clear attractive style, even when writing rapidly, spell correctly, work arithmetic problems and cast up columns of figures expeditiously, and write them neatly, and have a good general knowledge of history and geography. For all minor posts these will be the most essential qualifications to get him through the examination, and for the higher posts they will materially help him, and may make just the difference between failure and success, if there is any weakness in the optional subjects selected.

Candidates who are successful in passing the examinations are employed chiefly in the Government Departments in London, but there are various branches of the Service which are not of this description, such as the Customs and Excise, the former at the seaports and the latter all over the country, while other branches include valuable appointments abroad.

With this brief indication of the general character of the Civil Service we may now proceed to give particulars of the various branches and how to enter them. For this purpose it may be convenient to place first those grades in the clerical branches of the Service which are most accessible to the junior at the time of his leaving school, and then proceed to the higher grades to which he may aspire after his first experience of the Service.

THE BOY CLERK

The first grade of the Civil Service known as Boy Clerks, formerly styled Temporary Boy Copyists, have no permanent status in the Service. They may enter temporarily at from fifteen to seventeen years of age and may remain until they are twenty, when, if they have not previously passed by competitive examination into a higher grade, they must leave the Service.* The Boy Clerkship appeals to a large and increasing number of boys who are about leaving school. The pay commences at 15s. a week, rising by 1s. a week each year, and, providing the candidate's home is in or near London, or he has friends with whom he can live, it is a very good start in life, if his idea is to climb to higher grades in the Service, and a very good recommendation for good class appointments if he finds it better after a year or two in a Government Office to seek a career outside the Service.

The subjects for examination for Boy Clerkships are the following :—

1. Handwriting and Orthography.
2. Arithmetic, including Vulgar and Decimal Fractions.
3. English Composition (including an essay).
4. Copying Manuscript.

And any two of the following :—

5. Geography.
6. English History.
7. Translation from Latin.
8. Translation from French.
9. Translation from German.
10. Mathematics. The subject matter of Books I and II of Euclid's Geometry; Algebra up to, and including, simple equations.
11. The rudiments of Chemistry and Physics.

No subjects are obligatory, but no candidate will be regarded as qualified who fails to obtain such an aggregate number of marks as may indicate in the judgment of the Civil Service Commissioners a competent amount of general proficiency. The fee for the examination is 5s.

At first sight these subjects do not look very formidable for a boy who has had a fairly good ordinary school education, and probably would not present much difficulty if the examination were not competitive, but it is just that which makes the issue of an examination so uncertain, and the need for preparation the greater.

A few years ago there was much less competition for Boy Clerks than at present, and the Commissioners accepted nearly all the candidates presented for examination, who had reached a percentage of about half-marks. Now, when there are often two or three times as many candidates as vacancies, the effect is to raise the standard and all below about sixty per cent. of the total marks obtainable are shut out. It is not, of course, the Examiners who raise the standard, but the effect of increasing competition, and this applies to all other grades in which there is open competition, and to some much more than to that of Boy Clerks.

When the candidate feels that he is ready to submit himself for examination he should watch the London daily papers on Thursday mornings, when forthcoming examinations are advertised, to see the next date for an examination, and apply to the Secretary—Civil Service Commission, Burlington Gardens, London, W., for particulars. If he has to present himself very near to the age limit it is important to remember the effect of the latest regulation on the subject. Although the earliest age is fifteen a candidate could not be admitted who had only just reached fifteen on the day of examination. If the examination is held in the first four months of the year the candidate must have reached his fifteenth year on the previous 1st of January, or on the 1st of May and September for examinations held in the second and third four months in the year.

If the candidate is successful he will be called up in due course for employment at one or other of the Government

offices. Sometimes he may have a choice between different offices—the General Post Office and the West-End offices. Some of the Government offices are more popular than others—the Home Office, Treasury and Colonial Offices being among the most favourable, and preferred to the Post Office, where the largest proportion of Boy Clerks are employed, and where the work is apt to be monotonous, with sometimes a rush of it. •

If successful in the examination the candidate will have to pass a medical examination, and, with the doctor's certificate, produce also a certificate of birth, and testimonials as to character. If his position of merit was some way down the list he may have to wait a little time before being called up for employment, but as a rule it is not long before his services are required. Occasionally a Boy Clerk who can write shorthand and use a typewriter is called for, and may be the means of a more prompt commencement of service, or of changing from one office to another more favourable, but no advantage will result from this as regards pay. • •

The Boy Clerk's duty is for seven hours a day, excepting Saturday when it is four hours. Generally it is from 10 or 10.30 to 5 or 5.30, and he may occasionally have a little overtime which will be paid for by the hour. Although his position is described as temporary, and he has no legal right to full-time employment, yet in practice he is almost invariably employed continuously just as other clerks. In sickness he is allowed three-fourths of his pay, and he gets twelve days' holiday a year.

The Boy Clerk, while employed in that capacity, will have a favourable opportunity for studying for the next higher examination if he is desirous of continuing in the Service as a career. Many Boy Clerks study for and pass the Second Division Clerkships, for which they may compete from the age of seventeen upwards. If, as will probably be the case, he fails to get through at the first time of

sitting for the Second Division, he has still the advantage of not being out of employment and may sit again and again until he has worked his way up to the marks required for a pass. For this and other higher grade examinations the Boy Clerk is allowed a certain percentage of service marks, and also an extension of the age limit up to two years, according to the length of his service. He may, therefore, compete for a Second Division Clerkship up to the age of twenty-two, against only twenty for the outside candidate, or failing to get into the Second Division he may look to the Abstractors' class, the competition in which is limited to Boy Clerks.

The fact that Boy Clerks are required chiefly for service in London makes the appointment more suited to those whose parents or friends reside in London or suburbs, but there is a Boy Clerks' Society which looks after those who come from a distance, both as to finding suitable lodgings, and in other ways.

In the following table are given the marks allowed for each subject of examination, the total number of marks attainable, and the actual marks obtained by successful candidates at different stages in the order of merit at a recent examination.

In Order of Merit	Handwriting and Orthography	Arithmetic	English Composition	Copying Manuscript	ANY TWO MAY BE TAKEN							Total
					Geography	English History	Latin	French	German	Mathematics	Chemistry and Physics	
Maxima	400	400	400	200	400	400	400	400	400	400	400	2200
No. 1	302	400	350	186	—	—	330	390	—	—	—	1958
25	291	380	230	184	328	—	—	—	—	275	—	1888
50	321	300	258	168	220	—	—	310	—	—	—	1577
75	263	363	276	167	—	—	—	—	—	219	227	1515
99	280	400	88	132	232	340	—	—	—	—	—	1472
100	325	333	218	142	—	—	—	—	—	214	240	1472

ABSTRACTORS

The post of Abstractor is one of the poorest in the adult staff of a Government department, and is only worth considering by those Boy Clerks who by the age of nineteen have failed to pass the Second Division examination and see nothing better outside the Service. The Abstractors are, therefore, if not the "duffers' class," the consolation prizes for the most indifferent of the Boy Clerks.

The examination for Assistant Clerks or Abstractors is a comparatively easy one. The subjects are :—

1. English Composition (including handwriting and spelling).
2. Arithmetic.
3. Digesting Returns.
4. Précis and Indexing.
5. Book-keeping and Shorthand.

No candidate is eligible who has not been placed upon the register or served in one or more of the Government departments as a Boy Clerk for one or two years according to age at commencement, and candidates must be from nineteen to twenty-one years of age.

The salary of an Assistant Clerk or Abstractor commences at £55 a year, and the prospects are certainly not very bright. The annual increment for the first six years is only £2 10s. per annum; after this the increment is one of £5 per annum for the next six years, when £100 is reached. From this there is a further promotion with an increment of £5 a year for another ten years, and thus twenty-two years after his start the Abstractor reaches the modest maximum of £150 a year. The Abstractor has, however, the advantage of the right to deduct the actual period of service from his age, if at any time he should aspire to passing an examination in any of the higher grades of the Service, for which he can thus compete up to an age considerably beyond the candidate who has no service to his credit at the time of competing.

SECOND DIVISION CLERKSHIPS

The Second Division Clerkships constitute what has been called the "back-bone" of the Civil Service. They are the rank and file who fill the offices of the various Government departments, and, with the First Class Clerks above them, to be referred to presently, and the Third Class or Abstractors below them, make up the permanent clerical staff of the Home Service, and are found in all the leading Government departments. Altogether, the Second Division Clerks number about 3,000. They are employed in as many as sixty Government departments, mostly in London, with some in Dublin and Edinburgh, varying from a very few in some departments to about 1,000 in the Post Office, consequently the nature of the duties that fall to the Second Division Clerk vary with the character of the office in which they are employed, from the barest routine work to highly responsible work requiring special training.

For the post of Second Division Clerk there is a great rush of candidates, and the Boy Clerk candidate finds it hard to hold his own, with possibly his Board School, Private School, or even fairly good secondary school education, with Public School and University candidates who are attracted to the Second Division examinations.

What, then, are the position and prospects of the Second Division Clerk? He commences with a salary of £70 a year, and, as the examination is a stiff one and the age limit from seventeen to twenty, the majority do not commence until they are in their nineteenth or twentieth year. As the increment is only £5 a year for the first six years the Second Division Clerk is generally about twenty-five before he has reached a salary of £100 a year. From £100 the salary rises by increments of £7 10s. for twelve years, when £190 a year is reached. The increment continues to improve by annual rises of £10 a year for another six years, so that after twenty-four years' service

the Clerk has reached £250 a year. From this point there is "promotion" to a higher grade with £10 increments up to £350 a year. When a Clerk reaches the £250 stage the promotion to this higher grade is by merit, which is generally understood to mean that if the Clerk is deserving of the promotion he will pass on to the maximum of £350 a year, the highest that can be reached by the Second Division Clerk, without promotion to a higher class. The actual wording of the Order in Council as to promotion to the higher grade for Second Division Clerks is "according to positive merit, and not according to seniority."

The chances of promotion of the Second Division Clerk to higher grades are not the same in all offices. There is a regulation to the effect that a Second Division Clerk after eight years' service may be promoted to the First Class, but such promotions are comparatively few, and, although there are other good promotions occasionally, the great majority of Second Class Clerks are not likely to rise above the £350 a year, except, of course, through the open gate of competition. By the time the maximum had been reached the Clerk would have made thirty-four years' service, and probably would be within four or five years of the age at which he would be entitled to retire, for he may retire at sixty and must retire at sixty-five. After forty years' service he would be entitled to a pension of forty-sixtieths, or two-thirds, of his salary, or an annual pension of £216 16s. 8d.

The duties of the Second Division Clerks are seven hours a day, and their holidays are fourteen days annually during the first five years of service, and after that twenty-one days. Successful candidates for Second Division Clerkships are given the choice of departments in which to serve, as far as the needs of the Service will permit.

We may now proceed to consider what the candidate for one of these Second Division Clerkships has to do in order to show himself suitable for the employment. As

stated above he must be between seventeen and twenty years of age, not "on the day of examination," as was the case until 31st of December, 1906, but at a given date before the examination. For example, if the examination at which he is going to sit is held in the first six months of the year the candidate must have reached the age limit of seventeen on the 1st of March in that year, or if the examination is held in one of the last six months of the year, the candidate must be of the prescribed age on the 1st of September of that year.

In reckoning age for competition the following allowances will be made: (1) Persons who have served in the Army or Navy may deduct from their actual age any time during which they have served; (2) Members of the Militia, the Imperial Yeomanry, the Honourable Artillery Company, or the Volunteers (whether commissioned or non-commissioned), may deduct from their actual age any time spent on actual military service, and Boy Clerks, or Boy Copyists, may deduct from their age any time they have served in the Civil Service not exceeding two years. In addition to this privilege the Boy Clerk candidate is allowed a certain number of service marks, for every period of three months' service.

Generally about 200 vacancies have to be filled every year, for Second Division Clerks, and the examinations are held once or twice a year according to the needs of the Service. The examinations are held in London and at the following centres: Edinburgh, Dublin, Bedford, Birmingham, Bristol, Leeds, Liverpool, Manchester, Newcastle-on-Tyne, Plymouth, Aberdeen, Glasgow, Belfast and Cork. The fee for the examination is £2.

The subjects for examination are the following:—

1. Handwriting and Orthography, including Copying Manuscript.
2. Arithmetic.
3. English Composition.
4. Précis, including Indexing and Digest of Returns.

5. Book-keeping and Shorthand writing.
6. Geography and English History.
7. Latin (translation and composition).
8. French " "
9. German " "
10. Elementary Mathematics.
11. Inorganic Chemistry, with Elements of Physics.

The first three subjects are compulsory, and of the remaining eight, Nos. 4 to 11, only four may be taken, and of the subjects omitted one must be a language; or, in other words, only two out of the three languages may be taken.

Two things about this moderate-looking list of subjects should not be overlooked. The marking of Civil Service papers is rather severe, but a more notable factor is that the position of Second Class Clerkships is very much in request; the number of candidates is many times that of the number of vacancies—as many as six, eight, or even ten to one, it may be. The result is that more and more time and study are given to preparation for the examination and the effect of the competition is to raise the standard of marks required for a pass, or rather to gain a position high enough up in the list to be within the limited number of candidates required. For these reasons it has now become a necessity to secure a period of preparation under an experienced coach, either at classes held for the purpose at the various schools of business training or by means of correspondence where classes are not accessible.

At the examination held in October, 1906, to fill 100 vacancies, there were 1,123 candidates, and consequently a very keen competition. The most popular of the optional subjects were French, précis, mathematics, and, next to these, book-keeping and shorthand. In the following table are given the marks obtainable and the marks obtained by the 1st, 25th, 50th, 75th, and 100th and last, of the successful candidates.

In this examination the Service marks allowed to Boy Clerks, which are not always the same in each examination,

were allowed in the proportion of twenty for the first year's service, forty for the second, and sixty for the third. The Boy Clerk who had served three years had, therefore, a start of 120 marks. Of the 100 successful candidates over forty were Boy Clerk competitors having Service marks allowed them, varying from twenty to 120 marks, according to the length of time each had already spent in the Service.

*Civil Service Second Division Clerks' Examination,
October, 1906.*

In Order of Merit		NOT MORE THAN FOUR MAY BE TAKEN											
		Handwriting & Orthography and Copying Manuscript	Arithmetic	English Composition	Précis, Indexing and Digest of Returns	Book-keeping and Shorthand	Geography and English History	Only Two may be taken			Elementary Mathematics	Inorganic Chemistry with Elements of Physics	TOTAL
Maxima		600	600	600	400	400	400	400	400	400	400	400	3400
No. 1	446	565	312	248	318	—	—	321	—	—	396	—	2608
25	456	520	420	241	—	—	267	318	—	—	232	—	2469
50	435	446	342	266	274	—	285	352	—	—	—	—	2420
75	374	435	384	—	—	242	299	349	—	—	288	—	2371
100	461	472	342	—	251	—	—	337	—	—	233	229	2325

FIRST CLASS CLERKSHIPS

Whether the candidate for the Civil Service has entered as a Second Division Clerk or not, if his attainments are above the average he will find in the open competition for First Class Clerkships the prospect, in the event of being successful, of securing a position which is the most coveted of all positions in the Service. The fact that the appointments carry with them a commencing salary of £150 a year, rising to a maximum of £800 a year, is not the only recommendation in their favour, for it is from among the

First Class Clerks that many of the highest appointments in the Civil Service are made.

The scope of the examination is so wide, and the papers and competition so severe, that it is almost hopeless for any one to enter with anything less than a University education. The successful candidates are many of them University men, and often brilliant scholars and mathematicians. Considering that First Class Clerks are employed in the same departments, and before securing promotion do practically the same work as Second Division Clerks, there appears to be some hardship from the point of view of the latter, that there should be so much difference in the pay and prospects of the two classes, but the Commissioners apparently aim at securing a higher educated class of men in view of the promotions to the higher appointments.

The age limits for First Class Clerkships are from twenty-two to twenty-four, and the fee for the examination is £6. Below are the subjects, and the maximum marks allotted to each. None of the subjects are obligatory, and the candidate can make his own choice, but, as a matter of fact, some candidates take as many as fourteen subjects, and have to reach a fairly high standard of marks in each. The paper is emphatically one for the candidate who is a mathematician, classical scholar, and advanced natural science student, these being the subjects carrying the highest marks.

<i>Subject.</i>					<i>Maximum Mark</i>
English Composition	500
Sanskrit language and literature	600
Arabic	600
Greek—					
Translation	300
Composition	300
Literature, etc.	300
Latin—					
Translation	300
Composition	300
Literature, etc.	300
English	600

<i>Subject.</i>						<i>Maximum Marks</i>
Italian	600
French	600
German	600
Mathematics	1,200
Advanced Mathematics	1,200
Natural Science, not exceeding four of the following :						
Chemistry	600
Physics	600
Geology	600
Botany	600
Zoology	600
Animal Physiology	600
Greek History (ancient, including Constitution)	500
Roman " " " " " "	500
English History, either or both sections—						
(i) To A.D., 1485.	400
(ii) A.D. 1485-1848	400
General Modern History	500
Logic and Psychology	600
Moral and Metaphysical Philosophy	600
Political Economy and Economic History	600
Political Science	500
Roman Law	500
English Law	500

The marks assigned to candidates in each branch (except mathematics and English composition) will be subject to such deduction as the Civil Service Commissioners may deem necessary "in order to secure that a candidate be allowed no credit at all for taking up a subject in which he is a mere snatterer."

In connection with the examinations for First Class Clerkships, which are held yearly in August, examinations for Eastern Cadetships and for the Indian Civil Service are held at the same time, and a competitor may sit at all three, or any two of them, for the single fee of £6. The subjects for the Eastern Cadetships and for the Indian Civil Service are the same as for the First Class Clerks in the Home Service, and a candidate having passed the latter is qualified for either of the former.

EXCISE AND CUSTOMS

The foregoing three classes of clerks—Temporary Boy

Clerks, Second Division Clerks, and First Class Clerks—are the main body of the clerical staff doing the home work of the Government in all the various offices, but they do not by any means exhaust the openings for the junior who enters the Civil Service. Among the other appointments on the Home Service, those in which the largest numbers are employed, are the Excise and Customs.

The branch of the Civil Service connected with the Inland Revenue affords a kind of employment in striking contrast with that of a clerk in the Government offices, if only for the fact that it is largely out-of-door employment. It also means more irregular hours, often harder work, but the freedom to come and go and mix in the affairs of the world constitute a great attraction for many. The result is that in the examinations for Assistants of Excise there are generally ten or a dozen times as many candidates as vacancies, though the latter are fairly numerous. The subjects for examination are simple, but with so many competing a high standard of marks must be reached to be successful. The age limits are nineteen to twenty-two. The subjects are :—

- | | |
|--------------------------------------|---|
| 1. Handwriting. | |
| 2. Arithmetic. | |
| 3. English Composition and Spelling. | |
| 4. Geography (general). | |
| 5. English History from A.D. 1485. | } Any two of these, but not
more than two. |
| 6. Mathematics. | |
| 7. Elementary Chemistry. | |

Those who sat at the last examination, prior to 31st December, 1906, will notice that the subjects are different under the new scheme, the additional subjects of mathematics and chemistry appearing in the new scheme.

The successful candidate, after a period of six weeks' instruction in his duties, will commence at a salary of £50, rising in the first six years by increments of £5, to £80 a year, plus an "allowance" of 2s. a day. After one year at this scale they are appointed Second Class Officers of

Excise with a commencing salary of £115 a year, but no "official allowance." By increments of £7 10s. yearly they rise to the maximum for their class of £160 a year. In this case an allowance is made for travelling expenses in addition to salary. The Second Class Officer may be promoted to the rank of First Class, with a salary of £180, rising by £10 a year to a maximum of £250. Beyond this he may be promoted to the position of Supervisor and Collector, among which class salaries in some cases ultimately reach as high as £800 a year.

The duties of an Excise Officer are connected largely with breweries, distilleries, and places where goods are stored or produced which are liable to duty, the prosecution of, and giving evidence against, offenders for breaches of the Excise laws, etc.

The post of Assistant Surveyor of Taxes is a valuable one, and attracts many competitors to the examinations, which are held about once a year, to fill some thirty vacancies annually. The salary commences at £100, rising by £10 a year to £180. Before these eight years have been passed, however, the Assistant will most likely have been promoted to the rank of Fourth Class Surveyor, with a salary of £200 a year, rising by annual increments of £12 to £380, with the further prospect of attaining to a position in the Third Class, with a salary rising from £430 to £550. The subjects of the examination are English Composition (including spelling and handwriting), Arithmetic, Accountancy, including book-keeping by double entry; Political Economy; Law of Evidence, and any three of the following and only two of them languages—Latin, French, German, Geography, and English History, Geometry. The maximum of marks is the same for each of the subjects. The age limits are nineteen and twenty-two.

Assistants of Customs form another grade of Civil Servants whose duties are very different to the Civil Service Clerk. The duties are somewhat arduous, but being

connected so largely with the seaports the appointments are popular, and attract a very large number of candidates, and very high marks must be obtained to be successful. The age must be from eighteen to twenty-one, height not less than 5 ft. 4 in., and the candidate must be unmarried. The subjects for examination are :—

1. Handwriting.
2. Arithmetic.
3. English Composition, including Orthography.
4. Geography (general).
5. Digesting Returns into Summaries.
6. Copying Manuscripts to test accuracy.

Assistants of Customs commence at a salary of £70 a year, rising by £5 a year to £105, and on promotion to Examining Officer, rising from £110 by increments of £7 10s., to £220. By passing an examination in the business of the department he may then be promoted to the First Class with a salary rising from £230 to £340. Further promotions to higher appointments are possible, but for the great majority the above two rates of pay will be the maximum reached.

In each of the foregoing class of appointments, Boy Clerks who compete are allowed Service marks, as in the Second Division Clerkships.

A valuable class of appointments in the Customs are the Port Service Clerkships. For the Second Class Clerks, Lower Section, the age limits are seventeen and twenty. Some of these appointments are reserved for limited competition among the Assistants of Customs described above, the rest are by open competition. The salary commences at £70 and eventually rises to £200, in the Upper Section to £300, while there are very good prospects of advancing to higher positions. The subjects of examination are very similar to those of the Second Division Clerkships, and the fee is £3, but in case this examination and that for Second Division Clerkships are held concurrently, the candidate may sit for both for the one fee of £3.

MISCELLANEOUS APPOINTMENTS

In the foregoing sections are given particulars of the chief branches of the Civil Service into which the junior will be most likely to seek an entrance, either on account of the nature of the appointments and examinations, or the larger number of vacancies occurring in these grades of the Service.

There are various other appointments the examinations for which are not so frequent, and the vacancies less numerous, but which are worth notice here. Among these are the Junior appointments in the Supply and Accounting Department of the Admiralty. The age limit was eighteen to twenty-one until the end of 1906, but is now eighteen to nineteen-and-a-half. For these appointments a new scheme of examination came into force at the beginning of 1907. The salary commences at £100, rising by £10 increments to £200, and by £15 from £200 to £350. These appointments afford a good prospect of promotion to more valuable posts both at home and abroad. Another class is that for Juniors in the Office of Woods. Candidates must have had three years' experience in a solicitor's office, and are expected to show technical knowledge. Age limit nineteen to twenty-three, salary £100, rising to £400, with prospects of promotion. An elementary knowledge of the law of real property and of conveyancing is required.

There are occasional vacancies for Ecclesiastical Commissioners Junior Clerkships, age limits eighteen to twenty-two, with an examination scheme and salary similar to Second Class Clerkships. Also in the Junior Clerkships in the Supreme Court of Judicature, Ireland, salary £100 to £300; Dublin Metropolitan Police Court, £80 to £300; and Assistant Examiners in the Patent Office, age twenty to twenty-five, salary £150 to £450. For the last named excellent posts technical knowledge of mechanics, mechanism, etc., is required. The vacancies are not numerous.

Among openings of a more technical nature for juniors are the Dockyard Apprentices, age fourteen to sixteen, open competition. For these the subjects of examination are: Arithmetic, English (including handwriting, spelling, composition and geography), geometry, algebra, elementary science and drawing. Boy Artificers in the Navy (open competition and nomination), age limits fifteen to sixteen, with a similar examination to Dockyard Apprentices. Numerous appointments in the Dockyards are filled by nomination, and limited competition among those employed therein.

Among the appointments for senior candidates are those of Assistant Inspectors of Factories, for which the age limits are twenty-one to forty, with a nomination from the Home Secretary. The examination is in simple subjects, plus a knowledge of the Factory Acts, and workshop experience, etc. The salary commences at £100, rising to £150, with an allowance of £20 extra in London, and there is the possibility of its becoming a stepping-stone to an Inspectorship. Lady Factory Inspectors are also employed (on the nomination of the Home Secretary), with salaries rising from £200 to £300, age limits twenty-one to forty. The scheme for these appointments is at the time of writing "under the consideration of the Commissioners."

To the candidate who has already entered the Civil Service by one of the various channels already mentioned, there are numerous opportunities for advancement to higher positions, either by nomination or limited competition among Civil Servants.

Among the appointments obtained by nomination or limited competition are those connected with public institutions other than Government Departments. They include the British Museum (nomination by a principal trustee); South Kensington Museum (nomination by the President of the Educational Council); the Houses of Parliament (nomination by the Clerk of the Parliaments,

for the House of Lords, and the Speaker and Clerk of the House in the House of Commons); the National Gallery, Public Record Office, the Office of Works, both in England and Ireland; the Mint; Trinity House, etc.

APPOINTMENTS FOR WOMEN

Although Post Office appointments are those in which women have the greatest prominence, and to which their position in the Civil Service is chiefly confined, there are a few posts in other branches of the Service which are open to women. Unlike the Post Office, however, and possibly because the appointments are few in number, such appointments cannot be entered through the door of open competition, but by nomination or limited competition. The position of Female Typist in Government Departments, to give her official title, is apparently governed by the peculiar needs of each department, the heads of which take the initiative by nominating them for employment. The age limits are eighteen to thirty.

A candidate for the position of Women Typists, having been nominated by the head of the Department, has to pass an examination in the following subjects: Writing, Spelling, Copying Manuscript, Arithmetic (first four rules, simple and compound, including English Weights and Measures and Reduction), and Typewriting. All candidates must pass in the above five subjects. Shorthand may be added, "if required by the Department by which the candidates have been nominated." The prospects are certainly not very tempting—a commencing salary of 16s. a week, rising to 25s., with the possibility of becoming a superintendent, with a maximum of 35s.

EMPLOYMENT IN THE POST OFFICE

Post Office appointments, considered as a branch of the Civil Service, may be broadly divided into two categories—(1) of those who are appointed to serve in the

departmental side of the Post Office, such as Savings Bank clerks, at West Kensington, or clerks in the Secretary's Department at the General Post Office, and (2) those who are appointed to serve at the various Post Offices established for carrying on the work of the telegraph, money order business, etc., over the counter to the public. In the first of these categories the appointments are obtained chiefly by means of open competition, and for these the competition is very keen. In the second class the appointments for service in the public Post Offices throughout the Kingdom, the manner of entry varies with the size and importance of the office. In London and in the larger provincial offices the entrance is by open competition as in the departmental service, but in the lesser offices in the country entry is by application to the local Postmaster, and if and when there is an opening the candidate has to pass a qualifying examination on the spot, and forthwith enters upon the duties as a learner. It may be convenient in this chapter to deal first with those appointments which come within the former category, or what may be called departmental appointments, as distinguished from those who are appointed to Post Offices and come in contact with the general public.

SUPPLEMENTARY CLERKSHIPS

In addition to the Clerks who find their way into the Post Office through the channels already described—Boy Clerks, Abstractors, and Second Division Clerks—by means of open competition, of whom large numbers are employed in the Post Office, there are a number of appointments under the head of Supplementary Clerks. These Supplementary Clerks are required in various departments and are open to established officers who have had at least two years' service (nominated by the Postmaster-General), with salaries running up to about £200, and prospects of

advancing beyond this. The age limit for the Supplementary Clerks are nineteen to twenty-six, and the competition is limited as above. Persons in the Army, Navy and Volunteer Forces are allowed to deduct from their age the time spent in these Services. Some of the additional appointments in the Post Office are for special departments such as Junior Clerkships in the Engineer-in-Chief's department, both in London and the provinces. There are also more technical appointments such as Second Class Engineer (twenty-two to twenty-four), Staff Engineer (Second Class, age limits twenty-four to thirty). These appointments are filled by open competition, but candidates are required to possess technical knowledge and workshop experience obtained either at a College or with an electrical engineer.

WOMEN AND GIRL CLERKSHIPS

The only Department of the Government in which women are employed in great numbers is the Post Office, and here the number is so large that the opportunities of rising to positions above the general body of clerks are not numerous. The appointments most sought after are those of Women and Girl Clerkships. These are obtained by open competition, and the examination is a keen one, on account of the large number of competitors who enter rather than the papers set. It may very well be that the candidate having the requisite qualifications to pass the Women Clerks examination would be able to secure a more remunerative position as a secretary in the commercial world, but, here again the element of permanence is an attraction to many, and no doubt accounts for the keen competition for these appointments.

Taking the examinations and appointments in their natural order of the juniors first, it may be pointed out that Girl Clerks must be between sixteen and eighteen years of age, that is, they must have reached the age of sixteen

by the 1st of March for the purpose of any examination held in the first six months of the year, or by the 1st of September if the examination is held in the last six months of the year. The examinations are held generally twice a year, at the same time as for Women Clerks, and the fee is the same, viz., 7s. 6d. The subjects for the examination are :—

1. English Composition (including writing and spelling).
 2. Arithmetic (general).
 3. Geography (general).
 4. Latin.
 5. French.
 6. German.
 7. English History.
 8. Mathematics.
 9. Shorthand.
- } Only two of these subjects may be taken.
- } Only two of these may be taken.

Owing to the keen competition a high standard of marks is necessary to ensure success. The Girl Clerk must be at least five feet in height, and must pass a medical examination. She will be employed at the Savings Bank Department, Kensington, and her duties, for ~~eleven~~ hours daily, will be of the simple, monotonous character of filing warrants, etc. The salary will be £35 for the first year, £37 10s. the second, and £40 the third. On the completion of three years' service the Girl Clerk may, if certified as being competent to undertake the duty, be promoted to a vacancy in the senior position of Women Clerkships, but failing this, which cannot always be depended upon, she may remain in the service by accepting a position of Female Sorter. If a candidate for one of these Girl Clerkships has not succeeded in getting through the examination by the time she is eighteen she will have two years in which to try for a Women's Clerkship (eighteen to twenty), for which her training for the Girl Clerks' examination will have been on the right lines, and materially help to secure her success. In fact, it sometimes happens that it is easier to get through the Women Clerks' examination than the

Girls', and that higher marks are scored in the junior examination with exactly the same papers.

The latest of these examinations for which papers were available at the time of writing was that for Women and Girl Clerks held in September, 1906, when the first fifteen girls actually beat the first fifteen Women candidates in the aggregate of marks obtained, as will be seen by a comparison of the accompanying tabular statement with that given for the Women Clerks below. For the Girl Clerks the actual number of vacancies was forty-five, for which there were 191 candidates, or rather over four times the places available. The examinations for both classes of candidates were held in London, Liverpool, Edinburgh, Belfast, Dublin, Cork and Aberdeen, and of the 191 candidates forty sat at the provincial and Scotch and Irish centres.

Civil Service, Girl Clerks' Examination, September, 1906.

In Order of Merit	English Composition, including Writing and Spelling	Arithmetic	Geography	TWO ONLY			TWO ONLY			Total
				Latin	French	German	English History	Mathematics	Shorthand	
Maxima	800	600	500	500	500	500	500	500	500	3900
No. 1	573	474	380	—	353	345	403	423	—	2931
15	562	535	245	—	176	183	317	351	—	2369
30	525	296	258	—	230	496	221	—	145	2171
45	439	378	207	171	229	—	—	232	421	2081

From the above table it will be seen that the first successful candidate secured about three-quarters or seventy-five per cent. of marks, and that the forty-fifth or last candidate received fifty-three per cent., and but for her excellence in shorthand and English she would have failed.

Coming to the more important appointments of Women Clerks, the conditions for these examinations are exactly the same as for the Girls, excepting the age limits, which are eighteen to twenty. The candidate must in both cases be five feet in height, and must pay a fee of 7s. 6d. to sit at the examination. The number of vacancies at the examinations, held twice a year, varies considerably, and with it the competition. At the examination in September last year the numbers were exceptionally low, but generally the candidate may expect to have to meet several times as many candidates as places, which means a stiff competition, and the necessity for special coaching. The subjects for the examination are the same as those given above for the Girl Clerks, and the papers are also identical.

Women Clerks are employed in the Savings Bank Department, and also in the Accountant General's Department (Money Order and Postal Order branch). Their duties are for seven hours a day, and the salary commences at £55 a year. From this it rises by annual increments of £2 10s. to £70, and from that figure by £5 a year to £100. The higher positions to which the Women Clerks may aspire are: First Class Clerks, £105, rising by £5 a year to £130; Principal Clerks, from £140 by £10 increments to £190; Assistant Superintendents from £200 by £10 increments to £240; Senior Assistant Superintendents from £250 by £15 to £300; and Superintendent from £320, rising by £20 increments to £500.

At the Women Clerks' examination in September, 1906, for which examples of marks obtained by the Girl Clerks are given above, the "Women" candidates had an unusually favourable time. The vacancies offered numbered sixty, and the number of candidates was as low as 121, or twice the number of vacancies. The result was a much less keen competition than usual, and a standard of marks actually below that of the Girl Clerks.

The marks given are those of the first, fifteenth, thirtieth, forty-fifth, and sixtieth, or last, of the successful candidates.

Women Clerks' Examination, September, 1906.

In Order of Merit	English Composition, including Writing and Spelling	Arithmetic	Geography	Two ONLY			Two ONLY			TOTAL
				Latin	French	German	English History	Mathematics	Shorthand	
Maxim	800	600	500	500	500	500	500	500	500	3900
No. 1	568	525	273	—	288	304	432	372	—	2762
15	469	426	241	—	217	316	335	349	—	2353
30	493	335	270	—	311	339	—	230	180	2158
45	550	274	160	—	337	391	117	—	217	2046
60	505	258	239	—	220	233	139	—	332	1926

MALE AND FEMALE LEARNERS

Male and Female Learners in the Post Office are appointed by open competition in London and the larger provincial offices, the examinations being held twice a year, and generally about four times as many candidates as there are places compete. The subjects of examination are: English Composition (including writing and spelling), Arithmetic, the first four rules, simple and compound (including English and Metric Weights and Measures), Reduction, Vulgar Fractions and Decimals, excluding Recurring Decimals; Geography (general). The examination fee is 4s. for males and 3s. for female candidates, and the age limits are fifteen to eighteen for both.

In London Male Learners have to attend the Telegraph School, the Sorting Office, and at the Central Telegraph Office, for a course of training extending over about six months, and for a further six months at the Central Telegraph Office. While on probation they receive 9s. a

week, and on appointment 18s. a week until nineteen years of age, and at that age, or as soon as competent, a salary of £52 a year, increasing by £2 10s. a year up to £112. Beyond this the Sorter-telegraphist who obtains a certificate of excellent conduct and ability to perform the highest duties of his class, may rise to £160 a year. He must not be under 5 ft. 2 in. in height in the first instance, and by the time he is nineteen he must be not less than 5 ft. 4 in. He will have eight hours a day duty and must be prepared for Sunday work when required, for which overtime pay is allowed.

THE FEMALE LEARNER

Female Learners after passing the examination are on probation as students at the Telegraph School for three months without receiving any pay, but if the result of the training is satisfactory they will receive an appointment as telegraphist at 10s. to 12s. a week for the first six months, and 14s. for the next year, after which the pay rises from 15s. 6d. a week until nineteen years of age, when it rises automatically from 17s. by 1s. 6d. increments each year until 28s. is reached. Upon obtaining a further certificate of efficiency it continues to rise until the maximum of 38s. is reached.

Learners in provincial offices are on a different footing, both male and female, and the practice varies with the size and importance of the office. In the larger cities and towns, the entrance is made, as in London, through the gate of open competition, but the maximum pay does not reach that in London by four or five shillings a week ; while in the smaller towns entrance is made by means of a qualifying examination, and the increments, which are uniform in all offices, stop at a maximum a little short of that of the larger provincial offices.

MALE AND FEMALE SORTERS

The examination and prospects of the Male Sorter are

very similar to those of the Learner, but the age limits are eighteen to twenty-one. The appointments are within the reach of young fellows of moderate education, and the fee for the examination is 4s. Some of the appointments in this class are in a limited competition among postmen and others of the lower grades of the Service. The pay of a female sorter commences at 18s. a week before the age of nineteen is reached, but from that age it starts at £52 a year, and rises to £112, with the further advance to £160, as in the case of the Male Telegraphist.

Female Sorters are, like the Male Sorters, a class in which the duties are not quite those suggested by the name—not sorters of letters but of official documents. The examination is a simple one—reading, copying manuscripts, writing, spelling and arithmetic (first four rules, simple and compound, including weights and measures and reduction), and geography of the United Kingdom. Probably because it is so simple, and the age limit young, there is a remarkable competition for these rather poorly paid appointments, and it is no uncommon thing for the candidates to number more than ten times the vacancies. The pay commences at 12s. a week, increasing 1s. a week for the first two years, and afterwards by 1s. 6d. a week. When the rate of 21s. 6d. is reached an efficiency certificate secures further progress at the same rate up to a maximum of 30s. a week. The fee for the examination in this case is 2s. 6d., and the age limits fifteen to eighteen.

In the case of appointments for “Women” or “Girls,” as the official language of the Civil Service describes them, candidates must be either unmarried or widows, and they must resign in the event of marriage, receiving a dowry equivalent to one month’s salary for every year of service, if six years have been completed. Thus, a Woman Clerk in the Post Office who has reached £80 a year, would have made ten years’ service, and would be entitled on

marriage to ten-twelfths of £80, or £66 13s. 4d. There is a retiring pension for Civil Servants of both sexes, but this cannot be claimed by retiring in middle life, except the retirement is through ill-health, when the pension would be proportionate to the length of service.

Telephone operators in the Post Office are a comparatively recent addition to the women's side of the Civil Service. Notices have recently been posted up at the various Post Offices in and around London inviting applications from girls for the P.O. Telephone Service, as learners and operators. The age limits are from sixteen to nineteen; applicants must be five feet in height, and they must pass a medical examination, with special reference to clearness of utterance and good hearing, which are essential in the use of the telephone. Girls receive 7s. a week while learning, and commence as operators at 11s. a week for the first year, 14s. a week in the second year, rising to 20s., with a further prospect of advancing to 26s. a week. The educational test is a very simple one: reading, copying manuscript, writing, spelling, and the first ~~few~~ rules of arithmetic, simple and compound.

Postmen are usually drafted from the telegraph messenger boys as the latter outgrow their occupation, and from discharged soldiers, for whom a certain proportion of vacancies are reserved.

CIVIL SERVICE APPOINTMENTS ABROAD

Civil Service appointments abroad offer to the right kind of candidates some of the very best openings in the Service, and a ready means of rising, while early in life, to responsible and highly paid positions which would be quite unattainable at home. For the Indian Civil Service the examinations are the same as for the First Class Clerkships, and are held in August at the same time. The candidate must not be under twenty-two and not over twenty-four, and the appointments are obtained by open

competition; the successful candidate in the First Class Clerks' Examination being allowed to select an Indian appointment or an Eastern Cadetship. Candidates for the foreign service have to pass a rigorous medical examination, and for the Indian Civil Service a year is spent in special studies for the career chosen. On commencing in India at a salary of from 4,000 to 5,000 rupees, the Civil Servant is on the high road to a considerably more dignified appointment with a higher salary, and the prospect of being able to retire with a handsome pension after twenty-five years' service.

Other special appointments are the Indian Forest Service, for which the examinations are held in July, the age limits being eighteen to twenty-one. For this, and for the Indian Police Service, application should be made for the full regulations to The Secretary, Judicial and Public Department, India Office, London, S.W.

Eastern Cadetships for the Civil Service of Hong Kong, the Straits Settlements, and the Malay States, are also determined by open competition in the First Class Clerks' Examination. If the candidate chooses one of these appointments he will have to learn the native language of the country to which he goes.

Student Interpreters form another good class of foreign appointments, and they may be described as the linguists of the Civil Service, on account of the prominent place which languages take in the examinations and the Service. The age limits are eighteen to twenty-four. For Student Interpreters for China, Japan and Siam, there is a limited competition, with an extension of the age limit up to an additional five years for those who have served in the Foreign Office continuously from a time when they were under twenty-four. For Student Interpreters for the Ottoman Dominions, Persia, Greece and Morocco, there is an open competition. The appointments are good stepping-stones to responsible positions in the Consular Service.

Intending candidates should apply first of all for the regulations to the Civil Service Commission, and remember that the examinations for these appointments are very stiff.

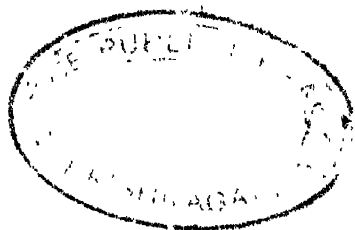
GENERAL HINTS

If the reader is desirous of entering the Civil Service, and is uncertain which branch to try for, or in which his particular qualifications would give the best chance of success, he should obtain from Messrs. Wyman & Sons, Fetter Lane, London, E.C. (price 1s.) a copy of the latest issue of the "Abstract of Rules and Regulations respecting Examinations in the Civil Service," which is issued by the Civil Service Commissioners. He or she will there find sufficient information to be able to judge whether it is worth while to apply for the full regulations of any particular branch of the Service, and, if so, which. The regulations themselves may be obtained from the Civil Service Commissioners, Burlington Gardens, S.W.

In preparing for a Civil Service Examination the candidate should remember how immensely important is the subject of method—method in working out problems, and method in the simple matter of clearness and neatness of working papers. From the point of view of obtaining marks it is next in importance to knowledge. Without a knowledge of the subjects included in the examination one cannot, of course, hope to succeed, but no amount of knowledge will prevent the loss of marks by bad or careless handwriting, a slovenly working of an arithmetical problem, or by round-about methods when shorter ones are looked for, and demanded.

For the great majority of the appointments in the Civil Service for which the entry is by open competition, the ordinary school education, even when fairly good, or good, is not a guarantee of success in a Civil Service examination. It is in the peculiar requirements of the Civil Service

examiner, and the Civil Service duties, that the candidate finds himself face to face with something which may differ considerably from the ordinary school habits, and from the ordinary school method of framing questions for the term's examination, and the difference in marks where these peculiarities have not been prepared for may make just the difference between success and failure, when the competition is a close one. It is in the preparation to meet these peculiarities, and in anticipating difficulties, that the services and guidance of an experienced coach are so essential for the Civil Service candidate.



SECTION V

PROFESSIONAL EMPLOYMENT

THE term professional employment, as here used, must be taken as a rather elastic one, for the definition of what is professional employment differs very much at the present time from that of the past. In the old days it was "Divinity, Law and Physic," or the parson, the lawyer and the doctor, but to-day the term is applied to many other callings. Primarily, it now refers to those professions in which a special preparation and a guarantee of efficiency are required, but there are also others to whom the term is applied, such as journalists, who are brought into direct contact with and are able to influence the public.

THE CLERGY

The Clergyman in the Church of England generally reaches that position after a University education, either at Oxford or Cambridge. Going there at the age of about eighteen or nineteen, he remains three years at a cost of about £140 a year. It is possible, as a non-collegiate, to go through the University course for almost half the above sum, but even the unattached student finds it to his advantage to join a College for the third year. Candidates for the Nonconformist ministry usually qualify for the ministry by a course of training at the various Theological Colleges, but the numbers who graduate at a University are steadily increasing.

THE DOCTOR

The medical profession has risen very much in popular estimation since the old definition of "Divinity, Law, and Physic" placed the doctor the lowest in the learned professions. The medical profession is one which calls for peculiar gifts—good health, a sympathetic nature, tact

and patience, and, of course, the ability to meet the cost of an expensive preparatory training. Of late years there has been a decrease in the number of candidates entering the profession, and the decision of the General Medical Council to prohibit the employment of the unqualified assistant has caused the demand to increase. The present is, therefore, a more favourable time for entering the profession than the past.

For the medical profession the candidate must pass a preliminary examination, such as that of a University Matriculation, and then, if he is sixteen years of age, he is registered as a Medical Student, and has to go through a five years' course of training at one or other of the medical schools, and must "walk the hospitals." He may either prepare for the Diploma of the Joint Board of the Royal College of Surgeons and the Royal College of Physicians, or for the M.D. of one of the Universities. The cost of his training will not be much less than £500, but this may be reduced by scholarships. In addition to the cost of the training some capital will be required to commence or purchase a practice. Failing this, he may begin by obtaining an appointment, either as *locum tenens*, for which there are frequent and well-paid openings since the disappearance of the unqualified assistant, or he may obtain an appointment as ship's surgeon on the sea, or some other public appointment on land.

The regulations of the General Medical Council, as to examinations, etc., may be obtained from the Council's publishers, Messrs. Spottiswoode & Co., 54 Gracechurch Street, London, E.C., price 6d. The candidate will also find much useful information as to fees, etc., in the students' number of the *Lancet*, published at 423 Strand, London, W.C.

THE DENTAL SURGEON

Dentistry is becoming more and more a recognised profession, and in many cases the dental surgeon now

secures a good practice and a fairly large income, ranging from £500 to £1,000 a year or more. The professional qualifications begin with a preliminary examination followed by three years' apprenticeship in dental mechanics, under a duly qualified dental surgeon, and two years' hospital practice. As apprentice he has to register as a dental student, at the General Medical Council, and should obtain the regulations from Messrs. Spottiswoode & Co., as in the case of the doctor. The examinations are three in number—(1) Preliminary, Science Examination in Chemistry, Physics, and Practical Chemistry; (2) First Professional Examination in mechanical dentistry and dental metallurgy, and (3) Second Professional Examination, covering general and dental anatomy and physiology, dental pathology and surgery, and practical dental surgery.

A premium varying with the standing of the dental surgeon to whom he is apprenticed, will have to be paid by the candidate, the medical school fees must be added to this, and may amount to from £50 or £100, according to the school attended. The fees payable for the Diploma, or Licence in Dental Surgery—L.D.S.—including the examinations, will amount to £21. The student must have reached the age of twenty-one before presenting himself for the second professional examination, mentioned above.

THE PROFESSION OF NURSING

No occupation for women has advanced more rapidly during the last twenty years than that of the professional nurse. There are now engaged in the art of healing no fewer than 292 women doctors and 79,000 nurses. The profession of nursing is one of the noblest to which the sympathetic nature of women can be applied. At the same time the candidate who is not naturally attracted by the work itself should not become a nurse either for her own sake or the patients to whom she would have to minister, but most women are, I believe, so attracted.

The work of a nurse in a hospital is arduous and the hours rather long, but there is an excellent rule which concedes to the nurse two hours' freedom in the middle of the day.

The way to enter the profession of nursing is not unlike that of some other professions—either as an assistant at a local hospital or infirmary, and proceed with the experience gained to a more permanent position, or, better still where it can be done, of taking a course of special training at one of the Institutions for the Training of Nurses, and there securing a diploma with which to start on the career.

Besides the large number of fairly well-paid hospital appointments now available—some of the large London hospitals employ hundreds of nurses—there is an increasing field for the professional nurse with private patients, with pay as high as two guineas a week in many cases, and everything found.

THE CHEMIST

The chemist is intimately connected with the foregoing professions, and even an assistant's position is becoming more clearly defined and responsible. Here the old system of trade apprenticeship survives, but overruled by the Pharmaceutical Society, and it answers very well, provided that the youth who enters it is of the right kind; if not, the result may be disappointing both to himself and his parents. The difference between the qualified and the unqualified assistant will, in later life, be considerable, and the latter position is not a very promising one. If, however, the youth has the advantage of a good general education to start with, and has any leanings towards natural sciences and experimenting, he may be apprenticed to a chemist with every confidence of success. The conditions which govern the employment of a chemist's apprentice are to be found in the Regulations of the Pharmaceutical Society of Great Britain, Bloomsbury Square, London, W.C., and these should be applied for.

Under the above regulations a candidate on entering upon an apprenticeship with a chemist is registered as an apprentice or student, after passing the required Preliminary Examination, or producing a certificate of an equivalent examination, such as a University Matriculation, Oxford or Cambridge, senior or junior locals, College of Preceptors, and various other examining bodies, provided that Latin, arithmetic and English were subjects included in such examinations. The fee for the Preliminary Examination of the Society is two guineas, and the subjects of examination are Latin, Arithmetic to Vulgar and Decimal Fractions, and a thorough knowledge of the British and Metrical systems of Weights and Measures, percentages, stocks, English Grammar and Composition.

The apprenticeship will be for a term of three or four years, and in most cases where the apprentice lives out no premium is required, and a small wage is paid in the later years if not at first. Much of the candidate's success will depend upon the use he makes of the time, and the opportunities that come to him, during his apprenticeship, which will give him a good insight into the business, and, with the assistance and encouragement of his employer, he may be studying for the Minor or Qualifying Examination, the passing of which will qualify him as a chemist and druggist. Even if he had no idea of ever starting in business on his own account, he should seek by all means to pass this qualifying examination, if possible, because without the qualification his chances of remunerative employment would be much less satisfactory.

The qualifying examination is a rather stiff one, but as a substantial part of the subject matter of the examination will be on the lines of the candidate's work, it should be within his grasp if he is an industrious and intelligent youth. A candidate for the Minor Examination must be twenty-one years of age, and have served three years as an apprentice or student, or in the translation and dispensing of

prescriptions. Where the apprentice is within reach of science classes he would do well to attend such classes as chemistry, practical chemistry, botany, and *materia medica*. The fee for the Qualifying Examination is ten guineas. Space will not admit of full details being given of the subjects of examination in this case, but these may be obtained from the Registrar, Pharmaceutical Society of Great Britain, Bloomsbury Square, London, W.C.

A candidate who fails at some part of the qualifying examination may sit again for that part at reduced fees. A further examination, called the Major Examination, with a fee of three guineas, gives the qualification of a Pharmaceutical Chemist, and exemption in England and Wales from service on juries. The candidate who has passed his qualifying examination as a chemist and druggist is qualified to start in business on his own account, or he may find profitable employment as a qualified assistant in a large business; and there are also many good dispensing positions open for those who are qualified, or as *locum tenens* for a chemist who has no qualified assistant to take his place when called away.

THE ANALYTICAL CHEMIST

For the higher branches of chemistry there is an increasing demand, and the analytical chemist is required, not only to fill positions of a public analyst, but with many of our largest commercial and manufacturing firms. There are many hundreds of such firms in the country who find it necessary to retain the services of an analytical chemist in connection with their products, and such appointments invariably carry good salaries. There are other branches of such work in connection with the medical and scientific world. For this important branch of the higher chemistry the candidate should begin early, and in one of the many well-equipped laboratories at our colleges of University rank, or at the higher polytechnics.

In preparing for the career of an analytical chemist the candidate will work under the Regulations of the Institute of Chemistry of Great Britain, and in this case must be seventeen years of age before he can be registered as a student. Regulations may be obtained from the Registrar of the Institute, Bloomsbury Square, W.C. •

If a youth has little taste or aptitude for natural science or mathematics, or his parents cannot afford to keep him preparing for a career somewhat beyond the usual age, he would probably find some other profession or calling more to his advantage to take up. •

THE PROFESSION OF THE LAW

When it is remembered that the number of solicitors on the Rolls is somewhere between 15,000 and 20,000, and that, like the medical profession, the profession of the law affects, in one way or another the great majority of mankind, no more need be said to show that the profession is one of considerable importance and one which is worth some striving, if necessary, to enter.

The candidate for the Law should have a good memory, a cool head, and be able to think clearly and logically, have some knowledge of the world and its affairs, the gift of effective speech, and above all, prudence and self-control. He is a man who almost above all others must gain and retain the confidence of others whose affairs are entrusted to him.

THE SOLICITOR

In order to qualify for the Law as a solicitor the candidate has first to pass a Preliminary Examination in general knowledge. The examination is held at the Law Society's Hall, Chancery Lane, London, and at a number of provincial centres, in the months of February, May, July and October. The fee for this examination is £4. The subjects for the examination are the following :—

Writing from Dictation; Writing a short English

Composition, Arithmetic, and Algebra and Elementary Geometry ; *Geography of Europe and History of England ; Latin (elementary) ; and two languages selected by the candidate out of the following six : Latin, Greek (ancient), French, German, Spanish, and Italian ; but only one of these languages need be taken if Algebra and Geometry are taken.

Exemption from the Preliminary is allowed to those who have passed one of a number of examinations, such as University Matriculations, etc., provided that examination in Latin was one of the subjects. These examinations are all set out in the Law Society's Regulations for the Preliminary, which should be obtained from the Secretary, Law Society, Chancery Lane, London, W.C.

Having passed the Preliminary or produced an equivalent certificate, the candidate has to be articulated to a solicitor for five years. For his Articles he has to pay a stamp duty of £80, and a premium to the solicitor with whom he is articulated. This will vary considerably according to the status of the firm—from £100, or even less, to as much as £300, with the best legal firms in large towns. The choice of a good office, with a firm of established repute and a good practice, is a great consideration and may affect the candidate's prospects in after life. A solicitor's clerk who has been serving with a solicitor for ten years, need serve only three years of articles, and under such circumstances may make more favourable arrangements for qualifying as a solicitor than would be possible to a person of limited means to do under other circumstances.

While serving under articles the candidate will be studying for his Intermediate Examination, which is held in the months of January, March, June and October, the fee for which is £6, with an additional fee of £2 for those who were exempted from the Preliminary Examination, as already described. The subjects for examination are Stephen's Commentaries on the Laws of England and

Book-keeping. The candidate may present himself for the Intermediate at any time after twelve months' service under articles, but he must have been 16 years of age on commencing his articles. On the conclusion of his articles he will have to pass the Final Examination for which the fee is £10. The final examination is held four times a year—in January, March, June and October. The subjects of examination are :—

1. The Principles of the Law of Real Property, and the Practice of Conveyancing.
2. The Principles of Law and Procedure in the Chancery Division.
3. The Principles of Law and Procedure in the King's Bench Division, and the Law and Practice of Bankruptcy.
4. The Principles of Law and Procedure in the Probate, Divorce and Admiralty Division of the High Court of Justice, Ecclesiastical and Criminal Law and Practice, and Proceedings before Justices of the Peace.

There is a separate examination for Honours, fee £1, upon the results of which various medals and prizes and scholarships are offered.

After passing his final examination the candidate has other fees to pay on admission as a solicitor, his certificate of admission requiring a £25 stamp, and a fee of £5 for his enrolment. Before his own fees begin to come in he has another fee to pay for his licence to practise. He must take out a certificate for this every year, for which he has to pay £3 for the first three years, and £6 each year afterwards if he is in the country, or £4 10s. and £6 respectively if practising in London.

The cost of the solicitor's training has been estimated at from £200 to £400, besides the time given and cost of living during his Articles. If he does not at first care to risk his chance of, or cannot afford to wait to work up, a practice of his own, he may obtain a position as managing clerk to a firm of repute, and from that position he may possibly find an opening for a partnership. If he starts

on his own account to work up a practice he must be content to wait and wage an up-hill struggle for the first few years, until clients and increasing business come to him. There are good class appointments open to solicitors, in Government Departments, Railways, Municipal and County Councils, which are the prizes of an honourable and hard-working profession.

It may be of interest to add that to the persevering solicitor's clerk who has neither the means nor the influential patronage to go through the preparation for and secure the practice of a solicitor on the average lines here laid down, it is sometimes possible to one who has done good service and responsible work in a solicitor's office to secure from an employer much more favourable conditions for reaching the goal of his ambition and to qualify as a solicitor on much easier terms than could be done by a youth coming to serve articles fresh from school.

THE BARRISTER

The candidate for the Bar who is educated at a University has an undoubted advantage to start with, both in regard to the cultivation of public speaking which is there fostered by debating societies, and for the scholarships offered, but of course a University education is not indispensable. The candidate has to pass a preliminary examination, or must have already passed one accepted as an equivalent, which he generally has done. English, Latin, and History are the chief subjects. The law student has to keep twelve terms at one of the different Inns, by dining in Hall six nights each term, and attend classes and lectures on Roman, Constitutional, English and Colonial Law, the law of Evidence, Procedure in Criminal and Civil Law, etc. On passing his professional examinations he is called to the Bar, and can practise as a barrister. The cost of keeping terms at the Inns may be about £150, but that is not all, for as a further qualification for his career he will require

to Read in Chambers, as it is called, and pay a fee of 100 guineas to the Counsel who reads with him. With this equipment he has to make his way and get briefs as best he can—through the influential recommendations of friends, or by his own sheer force of character and ability.

THE SURVEYOR AND ESTATE AGENT

The profession of a Surveyor is chiefly concerned with the valuation of land, houses, the management of estates, etc. His advice and experience are of value not only to his own clients, but indirectly to other professions whose members may have to call him in; while the Estate Agent is often entrusted with the most important confidential affairs, such as those of great county families, and his work is therefore for the most part well-paid work.

The candidate for the profession of Surveyor and Estate Agent should have a good general education, and a gentlemanly manner, and he must seek his practical training for the work by becoming a pupil of a surveyor or estate agent, for which a premium will be required. While engaged in routine work he should be preparing for the examinations of the Surveyors' Institute. For the Preliminary Examination he must be eighteen years of age. The subjects are of a general character. Before he is twenty-one he should pass the Proficiency Examination of the Institute, in which professional subjects, such as land surveying, the nature of soils, land laws, etc., will come into prominence. There is also a Fellowship Examination. The candidate will find the course of training at one of the Agricultural Colleges an admirable introduction to the career of an estate agent, while both for this and the position of a Surveyor, the Certificates of the Surveyors' Institute will be a great advantage in securing the best appointments. The profession of a Municipal Surveyor has been dealt with separately under the head of Municipal Employment.

THE AUCTIONEER

The profession of an auctioneer is very often associated with that of a surveyor just referred to, especially in country districts, and in large towns the auctioneer also very often associates with his business the business of house agent.

For the profession of an auctioneer the candidate should be a level-headed, practical man, quick at assimilating information about all the every-day things of life, for the profession is one that touches many interests, and to wield the hammer successfully in the forum requires not a little resource, sound judgment, good temper, and ready wit. The profession is an open one which any man may enter who can afford to be articled to an auctioneer. He may even start without doing this, but it is the better way. If he enters as an ordinary auctioneer's clerk, his progress will be slow.

Assuming that the candidate has entered the office of an auctioneer as an articled pupil and paying a premium, or is in such an office as a clerk and has an idea of becoming an auctioneer, he should not neglect to prepare for the examination of the Auctioneers' Institute. There are four examinations held by the Institute: the Preliminary in general knowledge to qualify for a studentship, the Intermediate for an Associateship, the Final for the Fellowship and the Direct Final. For the Preliminary, candidates must be under the age of twenty-one, and must be in or about to enter the employ of an auctioneer or estate agent or valuer, either as clerk or articled pupil. The usual equivalent examinations of other examining bodies are accepted in lieu of the Institute's own Preliminary. For full particulars of the several examinations application should be made to the Secretary, Auctioneers' Institute, 34 Russell Square, London, W.C.

THE ENGINEERING PROFESSION

Great Britain has been and is still famous for her

engineers, and through her workshops, her shipping, and her Colonies, offers a wide field in which there are calls for not merely a few famous individuals but for an army of workers in the many branches of the engineering profession.

The profession of engineering may be divided into five branches : mechanical, civil, electrical, marine and mining engineering. Mechanical engineering may be said to be the mother of them all, and the youth who is well grounded in this can proceed to any of the other branches with every prospect of a promising career. This is especially true of electrical engineering, which in itself has various subdivisions, such as electric lighting, traction, and power transmission, to say nothing of telegraphy and telephony.

THE MECHANICAL ENGINEER

A youth intended for an engineer should be physically strong, for the early years of his career, will, at any rate, mean hard work in a workshop and perhaps the necessity for time for study. His education and tastes should have a leaning towards mathematics, geometrical and model drawing, etc. There are three avenues through which to enter the engineering profession : (1) As an ordinary apprentice in a workshop ; (2) as a pupil apprentice, and (3) by means of one or other of the Technical Colleges. If the apprentice or pupil can combine theory with the practical work of the workshop that will be an ideal beginning. In many large works, such as those of the railway companies, and so with other mechanical centres, facilities will be found in the Technical Institutes, which are fostered by such works, for adding theory to the daily round of practical work in the shop.

In the great railway works, such as those of the London and North-Western at Crewe and the Great Western at Swindon, apprentices are taken who, upon the payment of a moderate premium, returned in wages, may supplement

their practical work with attendance at the technical institutes, which are encouraged by the Companies, and where scholarships are offered, affording stepping-stones into the higher branches of the profession. The Chief Engineers of the railway companies also take pupils for which higher premiums are paid. The great shipping companies on the Thames and the Clyde, and the Government Dockyards also afford facilities for their most promising apprentices to rise in their profession.

The entrance to the engineering profession through the Technical Colleges brings the pupil at once into contact with the scientific side of an engineer's training, the advantage of which both America and Germany have been the first to recognise. Yet there is no lack of splendidly equipped Technical Colleges in this country. Among these may be mentioned Owen's College, Manchester; Yorkshire College, Leeds; Mason (now University) College, Birmingham; University College, Bristol; the Heriot Hall College, Edinburgh; University College, London; Royal Indian Engineering College, Cooper's Hill; King's College, London, with its fine "Siemens" Laboratory; the two Colleges of the City Guilds—the Central Technical College, Exhibition Road, and the Technical College, Finsbury.

The fees vary with the different colleges, and range from about £50 to £150 for the three years' course, and at some of them there are numerous scholarships.

It will be seen, therefore, that, with the advantage of scholarships added, a bright promising youth might by diligence go through a course of training at no greater cost than is often incurred at a second-rate boarding school, and a training which may place him well on the way to a successful career. Moreover, at most of these institutions there is an opportunity of specialising in the direction of electrical, and, in some cases, of mining engineering.

Next only in importance to the foregoing high-class Technical Colleges are the best of our Polytechnics, such

as the Northampton Institute, Clerkenwell Road, London, the Regent Street Polytechnic, and the South-Western Polytechnic, Manresa Road, Chelsea.

In answer to a question as to whether an intelligent, fairly well-educated youth, with small means, can attain to the position of a professional engineer by means of the courses of instruction at the Polytechnics, Dr. R. Mullineux Walmsley, the Principal of the Northampton Institute, writes me :—

“ For youths who desire to rise to the higher branches of the profession as duly qualified engineers, but whose parents are not able to pay a heavy premium, the best course I can suggest is that the youth, after obtaining a sound preliminary education, should join the day courses of an Institute such as this. We claim special advantages for the particular way in which our courses are laid out, and which, as you probably know, are not paralleled in any other institution in London. The course extends over four years and the parent would have to face the maintenance of the student during that period. Our fees for the period amount to £52, which is much less than the premium which would be demanded by any premium-taking firm of engineers. Further there are three entrance scholarships given each year, so that even this charge may be removed by a clever boy who is able to obtain one of these scholarships. In the four years' training two summers are spent in commercial workshops, and, although the Institute does not guarantee to find such places, up to the present places have been found for all students who have qualified.

“ I have no hesitation in saying that an intelligent, fairly well-educated youth, with small means, can attain to the position of a professional engineer by means of the education which is provided at this Institute. As to the branches of the profession best reached in this way, I should say that any branch of the electrical engineering or mechanical engineering profession can be so mastered.”

Mr. Robert Mitchell, Director of Education at the Regent Street Polytechnic, whose special school of engineering is so well known, writes in a similar way :—

“ We consider that on the whole the most practicable and best course is for a youth to take up a three years' course in such an institution as our School of Engineering. Our experience is that the majority of the day students trained by us reach the professional grades of engineering. Those who have received a sound training in mechanical engineering, with a course in electrical work, such as is given at the Polytechnic, experience little trouble in securing employment as improvers or junior draughtsmen, at a small wage. Usually they keep up their studies by attending evening classes and their professional progress may be almost anything they like to make it.”

The Regent Street Polytechnic School of Engineering offers day courses in Civil Engineering, Electrical Engineering, Marine Engineering, Motor Engineering, and Colonial work at fees of eighteen guineas per annum, or for Mechanical Engineering for twelve guineas per annum ; while the Engineering School Evening Classes can be attended at the low fee of 12s. 6d. per session, if the whole course be taken, or 10s. per subject if only individual subjects are taken. Many of the past students of the school are now filling important positions.

Whether the candidate for the engineering profession enters as an apprentice or as a student, he will find opportunities for advancement by means of the numerous scholarships and exhibitions offered in the engineering world, and especially through the technical colleges and institutes. Even an apprentice in the workshop who has opportunities for study outside may aspire to the “ blue ribbon ” of the mechanical and engineering world in the Whitworth Scholarships. There are twenty-five to thirty offered yearly of the value of £50 tenable for one year, and four every year of the value of £125, tenable for three

years. The Whitworth Scholarships are open to all British subjects not under twenty-six years of age. •

THE CIVIL ENGINEER

There is no better starting point than the workshop and the laboratory and mechanical engineering as a stepping-stone to the higher branch of the profession, viz., Civil Engineering, with which some of the most famous men have been associated in the carrying out of the most remarkable works in the world. Among the most important societies connected with the engineering profession, for raising the standard of the profession, and certifying to the efficiency of those qualified therein, is the Institution of Civil Engineers, of Great George Street, Westminster.

The examinations conducted by the Institution of Civil Engineers are three in number, one preliminary and two professional. The Preliminary or Studentship Examination is a test of general education, and the subjects are English, Elementary Mathematics, and two of the following—Elementary Physics, Elementary Chemistry, Geometrical Drawing, Latin, Greek, and modern languages (only one language may be taken). The other examinations are that for the Associateship, or A.M.I.C.E., and that for full membership, or the M.I.C.E., both of which are in professional subjects, and can only be taken by engineers after being engaged in actual work as such. The professional certificates of the Institution are of the greatest value, especially to engineers seeking appointments both at home and abroad, and without them many of the best appointments could not be obtained.

There are two ways of entering the profession of a Civil Engineer. One is by the payment of a premium and becoming a pupil of a duly qualified Civil Engineer, and the other is by means of the experience gained as a mechanical engineer, or by a course of training at a Technical College or Polytechnic, to obtain some minor post as an

assistant or improver, and while working in that capacity prepare for the Associateship Examination of the Institution of Civil Engineers. The position of an Assistant Surveyor under a Municipal Authority, referred to in a previous chapter, affords a very good opportunity of preparing for the Associateship Examination, and by that certificate proceed to a better appointment as a Surveyor. There are also openings for young engineers qualified as assistants to work under a competent engineer in the carrying out of public works, and while so engaged they may be preparing for the A.M.I.C.E. as above. The Civil Engineer has the opportunity of competing for valuable appointments in the Civil Service and of obtaining the best appointments both under the leading municipal authorities at home and upon public works abroad.

THE ELECTRICAL ENGINEER

• The candidate for the profession of an electrical engineer who has had the advantage of some mechanical training, and of instruction in science and theory at a Polytechnic or Technical Institute, will find these a valuable aid to entering the profession of electrical engineering. The leading Polytechnics have well-equipped laboratories, with every facility for the engineering student to specialise in the direction of electrical engineering at very moderate fees, and they can often place the intelligent student in good positions. To make a start in the profession straight from school, the candidate must be prepared to pay a premium of about 100 guineas as a pupil under a duly qualified electrical engineer or firm of engineers, and in this way he is placed at once in a position of doing the actual work of the profession at every stage, if the firm is a good one. The enormous development of electrical work in lighting, power transmission, traction, the telephone, telegraph, etc., is providing an increasing field for well-trained men as electrical engineers and the demand is likely to grow.

THE MINING ENGINEER

The profession of mining engineer is closely allied with the mechanical engineer on the one hand and the civil engineer on the other, but, with the exception of the coal mines, the sphere of operations for the mining engineer is chiefly abroad. The candidate for the profession of mining engineer should have a taste for natural science, and especially for geology and mineralogy, and build up upon these some engineering instruction. The life story of the late Sir George Eliot, who from pit-boy in a Durham coal mine, rose to be a famous mining engineer and colliery proprietor, owning the pit in which he worked as a lad, affords a romantic illustration of what may be done by the use of practical knowledge when combined with force of character in making the most of opportunities, for after a long day's work in the mine the young miner walked into Newcastle in the evening to attend some technical classes there.

But, apart from the coal mines of this country, the candidate for a position as mining engineer has to look chiefly abroad for his opportunities for gaining practical knowledge. Courses of instruction in mining engineering may, however, be obtained at some of the technical colleges, and from these, or as a premium-pupil with a mining engineer he may proceed to the examinations of the Institute of Mining Engineers, and, if he is prepared for a life abroad he will find the career a remunerative one to follow.

THE MARINE ENGINEER

A young fellow who has served his four years' apprenticeship in an engineering workshop, preferably one in which boiler construction is included, who has thoughts of the sea, and is in robust health, might do worse than seek a post as marine engineer on one of the many thousands of ships in our merchant service. He should apply to one of our

leading shipping companies, or shipowners, for a vacancy, and with an influential recommendation to back him, he will not find much difficulty in obtaining an opening, and will have no examination to pass at the first stage of his career. He will commence as fourth engineer at about £5 or £6 a month, with food and everything found for him. On returning from his first voyage he will probably have an interval on land which he can use in preparing to pass the Board of Trade examination for a certificate as Second Class Engineer, and upon this certificate will be able to obtain a post at about double his pay at the start, with the prospect of passing a further examination and taking a First Engineer's certificate, with improved prospects accordingly.

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THE ARCHITECT

For the profession of architecture the candidate should start with a taste for drawing in all its branches. For the actual training for the career he will be articled to a duly qualified architect, paying a premium of about 100 guineas, if he goes direct from school, but it is possible to get easier terms as an improver or assistant, if he has already gained some instruction in the elements of the profession, which it is possible to do at evening classes in building construction, or in a more regular course of instruction in architecture, such as that provided at the Regent Street Polytechnic, London.

In any case the candidate for the profession should prepare to pass the examinations of the Royal Institute of British Architects. The Preliminary Examination is held twice a year, in April and November. The subjects are ordinary English subjects, plus Geometrical Drawing, Elementary Mechanics or Physics, and Freehand Drawing. Having passed, he is registered as a Probationer, and at the age of nineteen may present himself for the Intermediate in professional subjects. Passing this he becomes a student. At twenty-one and after he may sit for the Final,

on passing which he becomes an Associate, or A.R.I.B.A. His future career in the profession he has chosen will henceforth be what he makes it to a large extent. The training is rather costly considering the time given up to it, and there is no profession in which it is more important that the architect with whom the pupil is articled should be one of established repute, with a good practice from which to draw practical instruction. The R.I.B.A. examination fees are two guineas for the Preliminary, and three guineas each for the Intermediate and Final.

THE QUALIFIED ACCOUNTANT •

The clerk who has had good office experience in dealing with accounts, such as are required under the Poor Law or a municipal authority under the Local Government Board audits, may very well aspire to become an accountant. Without being articled he may not enter for the examinations of the Institute of Chartered Accountants, but he may sit for the examinations of the Central Association of Accountants, Great Winchester Street, London, or of the London Association of Accountants, 20-21 Balfour House, Finsbury Pavement, E.C., who admit members by examination only, and without articles. •

As the best and most remunerative work in accountancy falls to the men who are qualified chartered accountants, the candidate who has been articled to one of these should prepare to pass the Institute's examinations. Under the Institute's regulations no person can be articled until sixteen years of age and until the Preliminary Examination has been passed, and the articles must be for five years with a member of the Institute. The Preliminary Examination is held twice a year, in June and December, and the subjects are the usual subjects, with the usual exemptions, but there are optional subjects, one of which may be a language and one stenography. The Intermediate and Final Examinations are chiefly professional subjects.

connected with accountancy. The fees for each of the examinations are two guineas. For full particulars apply to the Secretary, Institute of Chartered Accountants, Moorgate Place, London, E.C.

Another important body is the Society of Accountants and Auditors. In some respects its regulations are more elastic, and, unlike the Institute, it is not confined to England and Wales. For particulars apply to the Secretary, 4 King Street, Cheapside, London, E.C.

THE COMPANY SECRETARY

The male private secretary in the service of a managing director of a public company is in a good position to secure a secretaryship of a public company, which is now a recognised profession, with an institute and an examination scheme, not unlike that of the Institute of Chartered Accountants. The duties of a secretary to a public company combine those of a private secretary with those of a minuting secretary added thereto. The candidate who would be in the best position to secure an appointment as a secretary of a company, should seek to pass the examinations of the Chartered Institute of Secretaries of Joint-Stock Companies, and other public bodies, to give its full and secondary title. For the Preliminary Examination anyone not under sixteen years of age may sit. The subjects are very similar to those of the Chartered Accountants. There is an Intermediate, for which the candidate must not be under nineteen, and must have served for six years under some public body. For the Final the candidate must not be under twenty-one and must be acting as a secretary. The fees are: for the Preliminary, one guinea; for the Intermediate, one-and-a-half guineas; and for the Final, two guineas. The Institute has over 3,000 members. Particulars may be obtained from the Secretary, The Chartered Institute of Secretaries, 65 London Wall, E.C.

JOURNALISM

Journalism is one of the few occupations which assume the rank of a profession and yet allow an open door. In the strict sense in which the doctor and lawyer are admitted to practice, journalism is not a profession; but in the popular sense in which its followers devote their life to the service of the public it is generally so regarded. The Institute of Journalists, which was some time ago incorporated by Royal Charter, has had under its consideration the subject of an examination scheme for journalists, but it is doubtful whether any scheme could be devised which would quite answer the ends which such a test is supposed to do. It might weed out those who were unfit on the grounds of defective education, but it would never guarantee that all the rest would make ideal journalists.

Journalism is distinctly one of the occupations in which natural aptitude will always count for much. The youth with a quickness of apprehension and an eye for the picturesque side of things, and for what appeals to the great mass of the people, has at least some of the essentials for the successful journalist, while the plodding methodical worker would probably find some other sphere of work better suited to his powers. Journalism is a profession worthy of the highest culture, and is a field for many degrees of talent, in which men of distinction have served an apprenticeship. As I have written elsewhere* :—

“In the path of the young journalist there are many attractions and also some difficulties and temptations. He finds himself at once in a privileged position where the ways of all men meet, and where many sides of life come up for review. If at the outset he can make a discreet use of his opportunities, can make a sacrifice of his own prejudices and of his own gratification, while he is ever on the alert

* Pitman's “Popular Guide to Journalism.”

for what is of common interest to the greater public in whose behalf he is allowed to occupy that position, then the first few years of his work cannot fail to be of the greatest value from an educational point of view. At the same time the duties are often arduous, the hours irregular, and the conditions under which the work has to be performed not infrequently of a trying character. The candidate for journalism should therefore be well equipped both mentally and physically, with good natural talents and sound health."

With regard to qualifications, it is difficult to say what should be the exact degree of education, as measured by ordinary scholastic tests, which a candidate for journalism should possess, for many a young man of good natural abilities has, by making the best use of the educational opportunities which work on the Press itself affords, made his way to a good position and to distinction, without the advantage of a very high degree of school education to begin with. There are few occupations in which an intelligent worker has the opportunity of adding to his education in so many fields of knowledge as the working journalist will meet with. Nevertheless, a good general education is the first requisite as a foundation to start upon, and the better informed the candidate is in the modern history of the world, the better his equipment for the demands of journalism. Of special qualifications I should place shorthand first. Whatever branch of journalistic work is taken up my answer would be the same—by all means make yourself efficient in shorthand to start with. For reporting work it will often be indispensable, and for any other branch of press work it will be an immense advantage.

As to shorthand speed for journalistic work the young beginner should start with not less than a speed of 100 words a minute, or 120 if he is likely to have much shorthand work at the commencement, and in any case he should aim at reaching a speed of not less than 140 or 150 as soon as

than of almost any other profession or occupation, it may be said that the road to success is by making each step the means of gaining another step forward ; for many of the most eminent members of the profession have commenced at the bottom of the ladder.

There are now a good many openings for ladies in journalism, but in the majority of cases the lady candidate must be content either to run the gauntlet of sending in contributions on special subjects, or go through the routine of clerical or secretarial work, and while engaged in that show by literary interest and effort that she can do something that is required. Ladies' work on the Press is at present to a very large extent ruled by the fads of society rather than business principles, and many a lady who has either a title or a name in the world of fashion has openings afforded for Press work simply because of this social distinction, to the exclusion of others much better qualified. Women's work in journalism runs largely upon the social and fashionable sides of life, and it is probable this tendency will continue to operate against any regular business apprenticeship for the lady journalist. But there is much more work than formerly required upon the Press with which the lady journalist is peculiarly qualified to deal, and the openings seem likely to increase.

Among the newer branches of journalistic work which have come rapidly to the front of late years is that of Press photography, illustrating and designing for the newspapers, magazines and fashion books, etc., and the young of both sexes of artistic taste in these directions should seek to develop it at the Art Schools and Polytechnics along the lines of that part of the instruction there given which deals with the practical application of art to business.

Another branch of activity closely allied both with journalism and with the artistic work just referred to, is modern advertising and the profession of the advertisement writer. Here there has been a remarkable advance in the

effective combination of specially designed blocks with letterpress which is little short of a revolution. The art of writing an effective advertisement, which will make an irresistible appeal to the public, is one in so much demand that schools have been established for the special training of the advertisement writer, and a large number of the big business houses and manufacturers are requiring the services of those who excel in this branch of skilled work. Subject to the possession of some talent in the direction of seeing what will appeal to the public eye, and a recognition of the fact that the number of advertisement writers will be pretty much limited to the bigger business concerns, the above may be commended as a profitable field for the cultivation of the smart, commercial effort, known as the art of "getting there."

TEACHERS AND TEACHING

The first requisites of a teacher, next to educational qualifications, are, good health to stand the strain of the work, patience and sympathy with pupils, even with dull ones, and a zeal for imparting instruction. If these are present, then the candidate for the teaching profession may go forward with the satisfaction of feeling that he or she has chosen a profession than which there is none more honourable, and also on the whole with the hope of an increasing appreciation of the services rendered to the rising generation, and therefore to the country of which they are to be the future citizens. In fact, disappointing though much of its past may have been, the teaching profession may be said to be now everywhere on the upward plane, with increasing opportunities for the best qualified men and women to secure remunerative positions.

Elementary education has come under the Education Authorities all over the country, teachers have obtained a recognised position and the right to superannuation when

they can no longer follow their profession. A step higher the private schools are fast giving place to public schools, and the Education Authorities are in many cases now running their own secondary schools, while the ordinary secondary schools are coming under the Board of Education. The effect of all this is to raise the teaching profession in the estimation of the public and the nation, and to gradually level up and improve the standard of pay and the conditions of service to a more uniform and improving standard.

When it is considered that for the elementary schools of the country 80,000 teachers are required, and that the demand is likely to increase, it will be seen that no efficient teacher, whether male or female, need have any difficulty in finding an appointment, and no hesitation in adopting the profession of a teacher so far as the future outlook is concerned. The signs of the times all point to an improved and improving state of things as compared with the past, thanks largely to the exertions and public spirit of the teachers themselves through the National Union of Teachers, which has done an immense service to the teaching profession of the country, and to the cause of education which it has ever sought to keep above the strife of party interests.

The candidate for the position of a teacher in an elementary school generally begins his or her training for the career as a pupil teacher in the same school in which he or she has been a scholar. To this rule there are now many exceptions, but as the rule affects the great majority it may be noticed first. Hitherto the training consisted of half-time in actual teaching in the school and the other half spent at the Pupil Teachers' Centre for the "academical" part of the training. Under the new regulations of the Board of Education Pupil Teachers can now go for their academical training into a secondary school, the effect of which is that the old Pupil Teacher

Centres are giving place to secondary schools established by new Education Authorities. The result will be, however, that the Pupil Teachers will be part of the time at the secondary schools and then come back to the elementary schools for their teaching practice. •

The candidate for a pupil teachership, having passed the Admission Examination of the Board of Education, is, at the age of sixteen, apprenticed for two years, receiving a small payment of about 5s. a week in the country for the first year, and 7s. or 8s. a week for the second year. The London County Council scale for Pupil Teachers is: First year, Boys, £32 10s.; girls, £20 16s.; second year boys, £39; girls, £26.

During the two years' apprenticeship the Pupil Teacher will be preparing for the King's Scholarship Examination as a means of qualifying for entry to a training college. This examination is held in the month of December at the training colleges. The successful candidate may either go to a training college for two years, receiving a maintenance grant from the Board of Education while working for the Certificate Course of the Board, or obtain employment in teaching at about £40 a year, and at the same time study for the Certificate Course. If a training college is entered it may be either a residential or a day training college, and in the latter case the student has to live at home or in lodgings, and it is therefore only suited to students who can live near.

Both before admission as a Pupil Teacher and before admission to the training college certificates of health are necessary.

As stated above, there are exceptions to the rule of commencing as Pupil Teacher, and these are the candidates who take a University degree, and enter from the top, so to speak. In either case the candidate who has satisfied the Board of Education's requirements is now able to take an appointment, preferably an Assistant Mastership in a good

school. The salary for an Assistant varies considerably in the different counties and boroughs. Under the London County Council the Assistant Master commences at £100 a year, if fully trained and certificated, and £80 if untrained. The annual increments are £5 for the first two years and £7 10s. in succeeding years, up to £160, and then subject to a special report to £200. Trained Certificated Teachers who have taken a University degree are allowed an additional £10 a year, but not beyond the maximum salary as above. Candidates who are appointed to certain schools in a difficult neighbourhood receive an extra allowance of £7 10s. a year above the ordinary scale amount for a period not exceeding six years.

For Assistant Women Teachers, certificated and fully trained, the salary commences at £88 a year, rising by annual increments of £4 to £130, and then subject to a special report to £150. Additional payment for degrees or an equivalent in the case of women is allowed the same as for men.

The present scale for Head Teachers under the L.C.C. is as follows :—

Accommodation.	Grade	Men	Women
		Salary and increments	Salary and increments
1—200	I.	£10 more than salary under scale for assistants	£10 more than salary under scale for assistants
201—400	I.	£200—£300 by £10 ..	£150—£225 by £8
401—	III.	£300—£400 by £10 ..	£225—£300 by £8

Assistant Teachers in the Upper Section of the Higher Grade and Higher Elementary Schools are paid £10 a year more than they would receive in elementary schools, provided that the maximum as above is not exceeded.

In the counties the salaries for both Assistant and Head Teachers vary, but are now according to a standard scale adopted by the new Education Authorities, which is lower

than the scale in London, in the most favourable counties, and in some considerably below as regards the maximum, although very often there is a school house for the teacher.

In the Secondary School the opportunities for the training of a teacher are not so definite or effective as for the Elementary School teacher, although there are training courses available. The Assistant Master in a Secondary School, without a University degree has a position which does not compare very favourably with some other less important positions perhaps, but with the advantage of a degree he or she will command a fairly good salary, with increasing prospects of securing a post as Headmaster or Mistress. For the purpose of teaching, and especially in a Secondary School having a good science side, as many of our schools now have, the degree of B.Sc. is becoming more sought after than the B.A. It is no longer necessary to go to Oxford or Cambridge for a science degree, as the London University has now an examination for the B.Sc.

The Assistant Master in a good Secondary School may reckon upon receiving a salary of about £100 to £150 a year for general subjects, but as a Science Master with a degree he may receive from £150 to £300 a year according to the character of the school. Mathematics, modern languages and other special subjects are also fairly well paid. The entrance to a Boys' Secondary School as a teacher is generally either from the ranks of the Old Boys or from the Universities.

In the Girls' Secondary Schools of the best type the teachers' salaries will approximate to those of the male assistants something after the manner of the Elementary Schools, but in the smaller private schools a junior teacher will receive less. In the matter of training for the profession the Assistant Mistress has an advantage over the Assistant Master, in the number of training schools available of University rank, such as King's College, University College, Bedford College, and Westfield College, in London,

besides the Holloway College at Egham, and numerous institutions of the like character in the provinces at which non-resident students may go through a course of training for the teaching profession at a cost of about £20 a year or less. For those who can add to this training a University degree, to which it leads up, the difference in salary procurable would soon cover the cost of the training.

Teachers of Special Subjects.

The teaching of special subjects, in Science and Art, and in Commercial Education, is demanding a large and increasing number of teachers of both sexes, either at full time employment in Secondary Schools, Polytechnics, etc., or in Evening Schools and Classes under the County and Borough Councils. The last Report of the Board of Education shows that in the Evening Schools alone there were employed 19,149 male and 7,439 female teachers. Although this is not full-time employment it is such as many a young clerk may take up and make it the means of adding to his income and possibly a stepping-stone to a better position as a teacher, in a day institution or school. For shorthand teaching the Certificate of the Incorporated Phonographic Society, or of the Incorporated Society of Shorthand Teachers, or the Teacher's Certificate granted by Sir Isaac Pitman & Sons, Ltd., should be obtained. For commercial subjects the Certificate of the Society of Arts or the London Chamber of Commerce is generally required.

SECTION VI

THE ARMY AND NAVY

THE Army offers an attractive career to the healthy, high-spirited youth, and, providing he has the qualifications and the character to make the most of his opportunities, and his parents have the means of meeting the cost of his training, and of contributing to the cost of living during his first years as an officer, he may make a successful career for himself in the Service. A commission may now be obtained by promotion from the ranks, but the great majority of officers still enter through the Royal Military Academy at Woolwich, the Royal Military College, Sandhurst, or through the Militia and Yeomanry.

The candidate should, of course, be in sound health, and be able to pass a fairly stiff examination for admission to the Military Training Colleges. The compulsory subjects for Woolwich are in Class I: English, Mathematics I, French or German; and in Class II: optional subjects, of which two may be taken—Mathematics II, History, German or French, Latin or Greek, and Science. Of the two optional subjects, if one is a modern language it should be other than those in Class I. For Sandhurst the subjects are very similar, and in both cases marks are allowed for freehand drawing. The age limit for admission is from eighteen to nineteen-and-a-half.

The candidate looking to the Army for a career should write to Messrs. Wyman & Sons, Government Publishers, Fetter Lane, London, for "A Short Guide to Obtaining a Commission in H.M. Regular Forces," price 4d. Although the young officer may need some private income to live up to the standard which prevails in the Army, during the first few years, there are important posts offered by examinations, with a limited competition or nomination, as in the Civil Service, and whether for the officer, or for the

non-com. who is working his way up to a commission, there is always the prospect that attention paid to scientific and general educational attainments bearing upon Army work and administration, will bring its own reward.

THE NAVY

The British people are a sea-faring people, and for that reason doubtless it is that the Navy is the most popular branch of the Services. Many a lad has entered the Navy for the love of the sea which he has inherited, content to serve as an ordinary seaman, and has found opportunities of advancement. But for the well-educated lad who is looking to the higher possibilities of the Naval Service the start has to be made in another way. A well-worn channel for entering the Naval Service is that of the Naval Cadet. There are several distinct branches in the Naval Service, but Naval Cadets enter on identical conditions, whatever branch of the Service they may be making their goal.

Admission as a Naval Cadet is by nomination from Whitehall, and parents or guardians should make application to the Assistant Private Secretary to the First Lord of the Admiralty, as soon as the lad is twelve years of age. The candidates have to appear before the Interviewing Committee, and if recommended by them have afterwards to pass a qualifying examination in the following subjects: English (writing from dictation, simple composition, etc.), History and Geography, with special reference to the British Empire; Arithmetic and Algebra, Geometry; French or German; Latin (easy passages for translation). Copies of previous examination papers are published by the Oxford and Cambridge Examination Board, and may be obtained from Henry Froude, Oxford, and Amen Corner, London, E.C., and from the Cambridge University Press Warehouse, Fetter Lane, London. Before undergoing the qualifying examination candidates must pass the medical examination.

If the candidate is successful in both medical and qualifying examinations he will then proceed to the Royal Naval College, Osborne. After four years' training in the Naval Colleges he goes to sea for three years, and by the time he is nineteen or twenty years of age he becomes a sub-lieutenant, and is on the way to the rank of Naval lieutenant. The cost of the course of training in the Naval Colleges is £75 per annum, with a further sum of about £20 for pocket money and personal expenses, and the provision of an outfit. From the period of College training to the time when he becomes a sub-lieutenant his parent or guardian is required to make a private allowance of £50 a year. After passing for the rank of lieutenant he will have to choose which branch of the Service he will take up—Engineering, Gunnery, Torpedo, Navigation, or Marine duty.

Clerkships in the Navy are other openings which are much sought after. The age limits are seventeen to eighteen, and nominations must be obtained from the First Lord of the Admiralty. Candidates must be able to swim. The salary of these posts rises to £210, and there is a prospect of promotion to the rank of Assistant Paymaster, and to Paymaster, with higher salaries.

For full regulations as to Naval Cadets and Naval Clerkships, apply to the Secretary, the Admiralty, London, S.W., and for other clerical appointments connected with the Naval Service in the Dockyards, see the Abstract of Regulations issued by the Civil Service Commissioners as recommended in the section on Civil Service Employment.

THE MERCANTILE MARINE

For the healthy lad with a love of the sea, a steady purpose to make his way in life, and sufficient education and natural ability to pass the Board of Trade Examinations there are very good opportunities of advancement in the Mercantile Marine—the great fleet of ships ever

coming, ever going, to and from British and foreign ports, in all parts of the world, laden with the articles produced by the British workman and bringing home the produce of many lands. To start life in the Mercantile Marine means, of course, to start life as an ordinary sailor, so far as the work at the first is concerned, but it may mean much more.

If his parents can afford it, a good start for a boy for the Mercantile Marine is to take the course of training provided on the Training Ships—the *Conway*, stationed at Rock Ferry, Birkenhead, or the *Worcester*, stationed at Greenhithe on the Thames. Here he will find, to all intents and purposes, a school and nautical training combined. For the *Conway* the age limit is from thirteen to sixteen, and the *Worcester* from eleven to fifteen-and-a-half. The cost of the training is £63 a year on the *Conway* and £68 on the *Worcester*, which includes uniform, medical attendance and requisites. Two years spent on either of these training ships will reduce the four years' apprenticeship required at sea, to three years, besides which scholarships are offered for Cadetships in the Navy.

The great majority of parents may not, however, afford the means of meeting the cost of the Training Ship course, and there is for them the ordinary method of entrance straight away by apprenticeship, with the greater attraction for the youth of going at once to sea. From this point many a distinguished seaman has made the start on board a sailing ship, and, for all-round experience and training in seamanship, it is admitted that the sailing ship has still the advantage over the steamship as a starting point, for the training on a good sailing ship will carry the seaman anywhere.

The apprenticeship is for four years, and some ship-owners require a premium of £20 to £40 (returned in wages), but others will take apprentices without a premium. When he has served his four years' apprenticeship, he may,

if not less than seventeen years of age, present himself for examination for the Board of Trade Certificate as Second Mate; and after five years at sea, and if not less than nineteen, he may sit for the examination for First Mate, and after six years at sea, and if twenty-one years of age, he can sit for a Master's Certificate, with which he will be qualified to take command of a ship.

It will be seen from the above that the apprentice in the Mercantile Marine has every inducement to make the most of his opportunities for study, for which intervals between voyages and other times of waiting may be turned to account in preparing for the Board of Trade examinations. When the young seaman has climbed as high as a Master's Certificate, he may aspire to the command of a ship, or a position on one of the great liners, for which men with the all-round training which the sailing vessel gives are acceptable candidates, but so highly qualified has the staff of the great liners to be that in some companies all officers must possess a Master's Certificate in order to have a chance of appointment, even though in a subordinate position and having no share in the command of the ship.

As soon as the apprentice has finished his time and obtained his Certificate, he would, as Second Mate, receive about £3 10s. a month, £6 10s. a month as First Mate, and £15 for Captain, some getting a little more than this and others a little less, according to the ship and the Company.

The Marine Engineer, whose position on the steamships of the Mercantile Marine is a responsible one, has been already referred to in the chapter on Engineering.

Besides the regular officers who are concerned more or less with the navigation and management of the ship, to which the foregoing refers, there are other offices to be filled for work connected with the internal economy of the ship, the comfort and convenience of the crew and passengers, and on the great passenger ships of the principal Steamship Companies these appointments are very numerous, with

a great variety of duties more or less allied to the duties of a big hotel.

They embrace Doctors, Stewards and Stewardesses, Doctors' Assistants and Dispensers, Pursers and Pursers' Clerks, Cooks, Printers, Bandsmen, Bakers, Butchers, Storekeepers, Hairdressers, Carpenters, etc., and many ships now carry a stenographer and typist. There is no rule for entry to any of these appointments, excepting the practical consideration that the candidate who has someone whose influence can be used on his behalf, or who has had some previous experience in somewhat similar positions, has the best chance of obtaining them. Application should be made direct to the Steamship Companies, with an introduction if possible.

THE POLICEMAN

Finally, there is the policeman, the symbol of law and order in our streets. A position in the Police Force for a young man of fairly good education and the requisite physique is not a bad start in life. The pay is fairly good in most of our counties and boroughs, and in the City and County of London distinctly good. A policeman with a little scholarship above the average has a good field for promotion, and if he starts early in life, say between twenty-one and twenty-five, he may find himself still in the prime of life when, after twenty-five years' service, he is entitled to retire on a substantial pension, and a number of working years still left to devote to some other duty.

The usual age of admission to the Police Force is between twenty and twenty-five, and height, measurements and good natural ability count for a good deal in securing an appointment. In the City of London Police, candidates must be 6 ft. in height. The pay rises from 27s. a week to 40s. or upwards, with the chance of promotion to higher ranks.

In the Metropolitan Police for the whole of London,

from 15,000 to 20,000 men are required. The constable's pay rises from 27s. 6d. to 33s. 6d. per week, while a Sergeant's pay would rise as high as £157 a year, and an Inspector's from £190 to over £300 a year. Uniform and boots are, of course, provided. Whether in the Metropolis or in the large provincial cities, or even in the counties, there is no career in which a little knowledge, and educational acquirements of a clerical kind beyond the simple requirements for a pass—Reading, Writing, and first four rules of arithmetic—are so likely to help the candidate on the way to promotion.

APPOINTMENTS ABROAD

The opportunities for making a career in our Colonies and other countries may be roughly divided into two groups: (1) Careers in agriculture, either by starting with a settlement on the land as a farmer, or as a labourer working up to the position of a farmer and settler, and (2) mechanical, commercial and professional appointments, generally connected with companies or business firms in this country who have business interests and extensive transactions abroad.

To go out to one of our Colonies with a view to take up farming it is necessary to have a little capital to start with, coupled with a determination to succeed even at the cost of having to face some hardships at first. For such there is, if not a fortune, an opening to a position of comparative wealth and independence. The capital should be sufficient to be able to take up land and stock it and develop the farm during the first few years after arrival.

For those who have not the capital but have the determination and adaptability necessary to succeed in a new country, the same goal may be reached. For the young fellow with character and self-reliance who does not mind a little rough experience at first, and taking whatever comes to his hand to do, as a stepping-stone to something else,

has a very fair opportunity of realizing his ambition to possess a farm of his own. By hiring himself out to a farmer he may, by careful management, accumulate a little capital and a good deal of practical experience to enable him to take up land of his own to advantage later on. At first he should not be afraid of doing anything, but take up whatever his hand finds to do rather than hang about and wait, Micawber-like, for something to turn up. "Keep your eyes open, your pockets closed, and take the first job which turns up. To succeed a man must do this at first, but his right place will come in the end." This little bit of practical advice was given recently by a correspondent from British Columbia who had gone out and acted upon it in his own case and succeeded. Before going out, the intending settler should make up his mind as to the country he wishes to go to, and then get all the information available bearing upon life in that country. This information is supplied freely by the several Government Agencies for the Colonies in this country.

In almost every other kind of occupation, excepting that upon the land, the intending emigrant should not go abroad until he has an actual appointment to go to, or a guarantee of an appointment on arrival. This rule may not apply with equal force at all times and in all places, perhaps, but it is the only safe rule to prevent disappointment. How such appointments, or guarantees of appointments, may be secured will depend upon what the candidate can do, or what has been his previous experience. Occasionally commercial appointments abroad are advertised, but if a youth has a desire for making a career in business abroad, the best course is to seek employment at home as clerk, traveller, or as assistant in professional work, with a business house or firm having branch establishments or important works to carry out abroad. A period of three or four years' service in London, or in a great seaport like Liverpool, under such circumstances, is the best possible way of

securing an opening for similar services abroad. A young fellow, who has been trained at the head office of a company or business firm at home will be much more likely to be selected for service abroad than an outsider, even in the same line of business, for his training will enable him to represent his principal abroad as the latter would wish, and to maintain the traditions of the firm.

In the City of London, and in our great seaports, there are hundreds of business houses and professional firms having branches or business connections abroad, who are in the habit of sending out members of the home staff to represent them. It should be needless to say that a candidate for service abroad should have good health to stand the difference of climate in the country to which he goes ; for the rest he will generally find excellent prospects with every inducement to do well.

Appointments abroad are generally subject to a three or five years' agreement, passage money out and home, and probably outfit being provided. In many cases, such as in our Colonies, India, South America, and elsewhere, persons going out will be surprised to find how many of their fellow-countrymen have preceded them, and how strong is the clannish spirit of all who thus come together with attachments in common to the old home.

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